



***GRADUATE STUDENT
HANDBOOK
2017-2018***

**University of Minnesota
Department of Chemistry
Graduate Student Handbook
2017–2018**

This handbook contains basic information and policies regarding the Ph.D. and M.S. program in the Department of Chemistry.

More information for current graduate students in our department can be found online:

<https://chem.umn.edu/academics/graduate/current-students>

The UMN Graduate School also provides a wealth of information online. In particular, refer to the “Current Students” link:

<http://www.grad.umn.edu>

You may always contact anyone in the Graduate Operations Office with questions or concerns about your time in the department.

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Table of Contents

I. STATEMENT OF GENERAL PURPOSE AND POLICIES.....	1
II. UMN ONLINE RESOURCES AND POLICIES	1
III. ORIENTATION.....	2
PROFICIENCY EXAMS	2
THREE MEMBER COMMITTEE (TMC)	2
FACULTY RESEARCH ADVISOR	2
TERM OF SERVICE	3
TEACHING ASSISTANT (TA) TRAINING	3
TEACHING ASSISTANTSHIPS	3
RESEARCH ASSISTANTSHIPS	4
SUMMER SUPPORT	4
REGISTRATION AND TUITION	4
TUITION AND FEE STATEMENTS	5
GRADUATE ASSISTANT HEALTH CARE PLAN	5
EMPLOYEE BENEFITS	5
TEACHING ASSISTANT LEAVE OF ABSENCE POLICY	6
KEYS AND UCARD ACCESS	6
E-MAIL ACCOUNTS	6
OUTSIDE EMPLOYMENT	7
GRADUATE SCHOOL FORMS.....	7
ACADEMIC PERFORMANCE	7
IV. THE PH.D. PROGRAM IN CHEMISTRY	9
COURSE AND SEMINAR REQUIREMENTS	9
TRANSFER CREDIT COURSE ALLOWANCES	12
GRADUATE DEGREE PLAN FORM.....	12
WRITTEN PRELIMINARY EXAMINATION AND COMMITTEE	13
ORAL PRELIMINARY EXAMINATION AND COMMITTEE	13
THESIS CREDITS	14
SELECTION OF PH.D. FINAL ORAL EXAMINATION COMMITTEE.....	14
THIRD-YEAR SYMPOSIUM	14
THESIS PREPARATION	14
GRADUATION PROCEDURES AND FORMS.....	15

FINAL ORAL DEFENSE	15
CHANGES IN COMMITTEES	15
RULES FOR THE WRITTEN PRELIMINARY EXAM IN CHEMISTRY	16
RULES FOR THE ORAL PRELIMINARY EXAM IN CHEMISTRY	19
PREPARATIONS FOR ORAL PRELIMINARY EXAM AND M.S. FINAL DEFENSE	22
POLICY ON COLLABORATIVE RESEARCH CONTRIBUTIONS FOR INCLUSION IN M.S. PLAN A AND PH.D. DISSERTATIONS IN CHEMISTRY	24
VI. THE CHEMICAL PHYSICS GRADUATE PROGRAM	25
VII. THE M.S. PROGRAM IN CHEMISTRY	30
M.S. DEGREE - ACADEMIC PERFORMANCE	30
M.S. PLAN A - FINAL ORAL EXAMINATION	30
M.S. PLAN B – COURSES	30
M.S. PLAN B – PROJECTS	31
M.S. PLAN B - FINAL EXAMINATION	31
VIII. OTHER INFORMATION	32
TIME LIMITATIONS FOR COMPLETING DEGREE REQUIREMENTS	32
COMMITTEES	32
AUTHORSHIP QUESTIONS	
GRIEVANCES	33
TEACHING ASSISTANTS - LEAVE OF ABSENCE.....	34
IX. DEPARTMENT OF CHEMISTRY FORMS	35

I. STATEMENT OF GENERAL PURPOSE AND POLICIES

This handbook contains essential information for all graduate students in the Department of Chemistry as well as the Chemical Physics graduate program. All students are responsible for understanding and following the information and policies contained in this document.

II. UMN ONLINE RESOURCES AND POLICIES

MYU website (registration, class info and schedules, payroll) www.myu.umn.edu

UMN Student Conduct Code
www1.umn.edu/regents/policies/academic/Student_Conduct_Code.html

Graduate School Student Services
<http://www.grad.umn.edu/current-students/gssp>

Graduate School Forms
<http://www.grad.umn.edu/current-students/forms>

Center for Teaching and Learning's CSE TALK and ITA courses
<http://cei.umn.edu/support-services/international-teaching-assistant-program>

Boynton Health Services – Graduate Assistant Health Plan
<http://www.shb.umn.edu/twincities/index.htm>

International Student and Scholar Services (ISSS)
www.iss.umn.edu

Graduate and Professional Student Assembly (GAPSA)
www.gapsa.umn.edu

Student Conflict Resolution Office
<http://www.sos.umn.edu/>

Chemistry - Graduate Student Workshop Committee
www.chem.umn.edu/grad/workshop

Chemistry - Women in Science and Engineering (WISE)
nmr.chem.umn.edu/wise/wise.html

Chemistry - Outreach Program
<http://www.chem.umn.edu/outreach>

III. ORIENTATION

PROFICIENCY EXAMS

Students in the Ph.D. program must pass four proficiency examinations by the end of the first academic year in residence (for students entering in Fall, the end of the academic year is the last day of May session). Five examinations are given: analytical chemistry, biochemistry, inorganic chemistry, organic chemistry, and physical chemistry. These are ACS standardized exams, covering undergraduate-level material. Students choose which four of the exams they wish to take. The exams are first administered in August during orientation, before the first meeting with the Three Member Advising Committee. Students have three opportunities to pass each of their four chosen exams. Retake examinations are offered in January and June. Students may change which exams they choose to attempt after a failed performance, but the total number of attempts remains the same.

THREE MEMBER ADVISING COMMITTEE (TMC)

This advising committee of three members of the Chemistry graduate faculty will have been assigned to each student before the student's arrival on campus and will meet with the student near the end of the orientation period (prior to registration and after taking proficiency examinations) to be advised on proficiency examination results, plan a course program, and talk over short- and long-range plans. Some of the responsibilities that can be assumed by a three-member advising committee (TMC) on its own initiative, or by request from the Graduate Committee or DGS, are:

- a. Advising students on their course program and discussion of requirements.
- b. Ensuring that each student gets a broad range of learning experiences.
- c. Review of performance in courses, examinations, and research.
- d. Recommendations to the Graduate Committee regarding a student's progress.
- e. Establishing the written and oral prelim examination deadlines for students entering the program at times other than the beginning of Fall Term.
- f. Recommending to the Director of Graduate Studies the inclusion or exclusion of previous graduate-level coursework as part of the Degree Program.

FACULTY RESEARCH ADVISOR

Students should find a research advisor (or co-advisors) before the end of the first term in residence. The research advisor(s) automatically become(s) chair(s) of the TMC and assume(s) primary responsibility for advising the student on coursework and other academic matters.

During graduate student orientation, a series of sessions will be held at which most faculty will give a brief overview of their research programs. All new graduate students must attend these sessions, as they are particularly useful in helping to identify faculty who should be interviewed at length about their research. Before selecting a research advisor(s), the student should become well acquainted with the research interests of various groups in the department by arranging individual interviews with at least four members of Chemistry's Graduate Faculty. A current listing of the Graduate Faculty can be found on the Department of Chemistry's website. The Advisor Selection Form at the back of this handbook should be used to report which faculty members were contacted during this process. On this form students will also give a ranked list of their top three choices for a research advisor. Completed Advisor Selection Forms should be returned to the Graduate Oral preliminary examinations Office (115 Smith Hall) by Nov. 8, or the following Monday if this date falls on a weekend. Faculty will not be allowed to admit a student into their group before Nov. 8. Students are strongly encouraged to submit their selections by Nov. 8 since faculty will make decisions regarding

admission into their group on that date. Students will be informed of their placement as soon as possible. Every effort will be made to pair students with their first choice but this may not always be possible due to limited resources. Any student who has not found a research advisor by the end of their first semester of residence will no longer be considered to be in good standing and may be removed from the Ph.D. program.

TERM OF SERVICE

Appointments on the teaching staff are normally offered on an academic year basis. In making its plans for the succeeding year, the department infers from the acceptance of such offers that graduate students accept the commitment to remain for the full academic year. Some summer teaching appointments are available in connection with the limited offering of chemistry courses in the summer.

Graduate Assistants on the teaching staff should expect to devote a total of about 20 hours per week to a 50% appointment or 10 hours per week to a 25% assignment. This time requirement may vary considerably from week to week. Assignments that miss this estimate significantly should be brought to the attention of the faculty in charge of the course or the Vice Chair of the Department.

TEACHING ASSISTANT (TA) TRAINING

During orientation each August, TA training will be held for General Chemistry, Organic Chemistry and Analytical Chemistry. Students who are ultimately assigned to teach other courses should also participate in this training. Your TA assignment in future terms may be to teach these larger undergraduate lab courses.

TEACHING ASSISTANTSHIPS

In the first two years, most graduate students will be appointed as Teaching Assistants. No restrictions on the type of assignment should be inferred from the title. The graduate student may be assigned to grading, developing written solutions to problem sets, instructing laboratory or recitation sections, developing new laboratory experiments, other duties, or a combination of any or all of these. Students should note that an appointment as Teaching Assistant during the Fall or Spring semesters covers a 19-week period (and not just the 15-week instructional period). Teaching Assistants need to be available during the entire 19-week period. For a policy governing any absences during this period, please see the "Teaching Assistant Leave of Absence" policy in the same section of this handbook.

Graduate Teaching Assistants play a vital role in the department's teaching mission. In an effort to reward outstanding Graduate Teaching Assistants and to provide feedback, the department performs formal performance evaluations. Instructors are asked to rate the performance of teaching assistants as outstanding (to be considered for Outstanding TA award), satisfactory (recommended for the same course in subsequent terms), and not satisfactory (not recommended for the same course in subsequent terms). A first performance evaluation with an unsatisfactory grade will be followed up by an e-mail to the student, advisor, vice chair, and DGS. A second performance evaluation with an unsatisfactory grade will be followed up by a meeting of the student, advisor, vice chair, and DGS, and a low priority for TA assignments in subsequent terms.

All Teaching Assistants for whom English is a second language are required to take the two-week CSE TALK teaching course in English before the start of the of August orientation. The cost of this mandatory course is covered by the University. A test of spoken English proficiency is given at the end of this course to determine the type of teaching duties you can be assigned. If that exam is not

passed, the student is required to take an English language course in each term until they are able to demonstrate a sufficient mastery of language skills. ***Students who have not passed the ESL exam by demonstrating level 1 or 2 proficiency by the end of their first academic year in residence will not be eligible for further Department of Chemistry support. If further training is required in the ESL program, additional costs will be the responsibility of the student.***

RESEARCH ASSISTANTSHIPS

Appointments as Research Assistants are made from funds granted by government agencies, non-profit foundations, or other sources for specific research projects proposed by members of the faculty. Such appointments are normally arranged between the graduate advisor and the student. The research performed under these appointments may be used to satisfy dissertation requirements. Research Assistantships are nearly always made at the 50% time level (i.e., full tuition benefit is provided), and the stipend level is set by the research advisor.

The continuity of a Research Assistantship is subject to the continued availability of funds. The Department of Chemistry does, however, attempt to find alternative support in case of an unexpected termination/interruption of a research grant or program. To ensure reappointment in subsequent periods as an RA, it is expected that Research Assistants will remain on duty during periods between terms, and that they will devote all their time, except that pre-empted by studies, to the research program providing their appointment.

SUMMER SUPPORT

Support for the summer is independent of academic year support and may come from some combination of three different sources: Teaching Assistantships, Research Assistantships, and Departmental Fellowships. The sources of support for students will normally be communicated to them by their advisors. Research Assistants will also be paid according to regular payroll dates but appointments may begin and end at different times during the summer and stipend amounts may differ from the academic year. You should check with your research advisor and/or Chemistry Accounting to learn the schedule of payroll dates for individual situations.

REGISTRATION AND TUITION

To hold a Teaching or Research Assistantship, students must be registered for 6 credits each Fall and Spring term.

Students with a standard assistantship of 50% or more for an entire semester will receive a 100% tuition benefit. Graduate assistants with an appointment of at least 25% will receive half of the full tuition benefit (based on resident tuition rates).

If a student does not register in a semester or cancels all credits, the assistantship will automatically be terminated retroactively to the beginning of the semester, the job classification will change to a non-student title, and the student will be billed for a proportional amount of for any tuition benefit received that term. Health insurance benefits will be cancelled, and social security taxes will be withheld from wages.

All graduate students employed at the University must meet two conditions for exclusion from FICA tax withholding: (1) students must enroll for a minimum of 6 credits per semester, or 1 credit per semester for Ph.D. students who have passed the oral prelim exam and are working on a dissertation; (2) appointments must not exceed a combined total of 50% or 20 hours per week. This applies to all University employment, including assistantships, during the summer as well as the academic year.

Nonresident students holding an assistantship of at least 25% for an entire semester will be assessed tuition at the resident rates. This is a semester-specific privilege that does not change your basic nonresident classification.

Permission from the Director of Graduate Studies must be obtained before any student can register for GRAD 999 –Graduate School Active Status during any semester.

TUITION AND FEE STATEMENTS

Notices regarding a student's tuition and will be sent to the students' central University e-mail account. This is the only way that students will be contacted regarding their fee statement.

GRADUATE ASSISTANT HEALTH CARE PLAN

All students taking six or more credits are required to carry hospitalization insurance. Graduate students can obtain health and dental care benefits by purchasing the University-sponsored health insurance for students, or, if they are employed as graduate assistants (GAs) with at least a 25% appointment, by enrolling in the health care coverage available to them.

The University pays twice the appointment percentage as a benefit. For example, GAs with a 50% appointment receive full Graduate School tuition and benefit coverage. The University also contributes part of the cost of dependent coverage. Dental benefits are provided separately from the medical care plan, through the University's School of Dentistry.

GAs eligible for coverage must enroll in the GA Health Care Plan to obtain coverage. Enrollment forms can be obtained from the payroll officer in your department or at the GA Insurance Office in N323 Boynton Health Service, and they must be completed and returned by the specified enrollment deadline.

If you don't qualify for the Graduate Assistant Health Care Plan and you don't have your own insurance, you may purchase the University-Sponsored Health Insurance. If you register for 6 or more credits and you don't have hospitalization insurance, you will automatically be enrolled in the University-sponsored plan when you register. If you already have insurance through your parents, employer, or spouse, bring the name of your insurance company or HMO and your policy number when registering and you will not be charged for the University sponsored plan. For more information, call (612) 624-0627.

EMPLOYEE BENEFITS

Below are a few common items, taken from the Graduate Assistant Employment office's policies. The full list of employment policies is online:

<http://www1.umn.edu/ohr/gae/>

Unemployment: Graduate Assistants are covered by Workers' Compensation but do not qualify for unemployment compensation, because Minnesota law specifically excludes registered students from this benefit.

Parental leave: A woman may take up to six weeks leave with pay related to the birth of her child; a man may take up to two weeks leave with pay and four weeks leave without pay related to the birth or adoption of his child; a woman may take up to two weeks leave with pay and four weeks leave without pay related to the adoption of her child. Students should contact the Graduate

Operations Office (115 Smith Hall) to make arrangements for parental leaves.

Vacation: Although Graduate Assistants are afforded no formal vacation leave, this does not imply that they cannot take vacation time. Students with Teaching Assistantships are expected to be available for all duties through each term. Any extended absences must be agreed upon by the student's advisor, and also approved by the Vice Chair. Students on Research Assistantships should consult with their advisors regarding the time they wish to take for vacation.

TEACHING ASSISTANT LEAVE OF ABSENCE POLICY

If a student appointed to a Teaching Assistantship needs to leave campus for an extended period during the semester, the following departmental procedures apply. Step 4 below in this policy also applies to situations where a student is not able to return in a timely fashion as originally planned. This includes delays due to U.S. visa issues that cause a delay in a student's return to campus.

- 1) Students on TA contracts must be available for assignment to appropriate teaching duties every day the semester is in session.
- 2) A student appointed as a TA must obtain permission from both their advisor and the Vice Chair to go on an extended leave (three or more days). Leaves will normally be granted only for one of the following reasons: (i) illness, (ii) family or personal emergency, and (iii) activities that are directly related to research, i.e., attending a scientific conference or making a research visit to another institution. In all cases, permission to be absent will be granted only if the absent TA has been able to arrange for adequate substitutes to cover their assigned duties and have so-informed the instructor for the course or Head TA, as appropriate.
- 3) If the TA has not yet chosen a research advisor, both the Director of Graduate Studies and the Vice Chair must grant permission to go on an extended leave.
- 4) If a TA is not able to return on or before the agreed-upon date, the student will automatically lose TA funding for the period of time they are absent and they may risk losing their TA appointment for the remainder of the term.

KEYS AND UCARD ACCESS

Graduate students are issued keys to their assigned office and lab space. A deposit of \$2.00 per key (in cash) is charged, refundable upon return of the keys *and the deposit receipt* to the Department of Chemistry. Copying or altering of keys is not permitted. *Loss of a key requires the payment of a \$5.00 fine*, plus an additional \$2.00 deposit for the replacement key. Additional keys, e.g., for research offices, may be obtained as needed with the proper authorization, again with a deposit of \$2.00 per key. This is handled in room 139 Smith Hall. Access to the exterior doors of Smith and Kolthoff Halls is done using your U Card. During orientation, your U Card information will be recorded to give you 24-hour access to both buildings.

E-MAIL ACCOUNTS

E-mail communication is critical in our department. You are responsible for all e-mail sent to these addresses, and should check your e-mail at least once or twice a day. Official communication will be sent to your central UMN e-mail address (also referred to as your "Internet ID" or "X.500 address".) Your central e-mail address ends in "umn.edu."

OUTSIDE EMPLOYMENT

Graduate Assistants and Fellows are strongly discouraged from accepting outside employment during the term of their appointment or award. This reflects the faculty's conviction that prompt completion of graduate degree requirements should be the only demand on a graduate student's time other than duties related to a Teaching Assistant appointment. Should you decide to be a private tutor for pay, consult with your advisor prior to doing so. Outside employment without the prior approval of the Director of Graduate Studies and Vice Chair may jeopardize your position in the graduate program.

GRADUATE SCHOOL FORMS

All departmental and Graduate School forms requiring the approval of the Director of Graduate Studies should be brought to 115 Smith Hall (rather than put into a mailbox or the faculty office of the DGS) for review and signature by the DGS.

ACADEMIC PERFORMANCE

What follows is a guide to the level of academic performance expected of Ph.D. students. It is necessarily approximate, since decisions regarding any individual student's status are based on an interpretation of the entire record, including any special circumstances. (It should also be noted that somewhat different rules apply to students in the Chemical Physics graduate program).

If students have any doubts regarding their present academic status, they should consult with their Three-Member Advising Committee, research advisor or the Director of Graduate Studies. In the following, whenever grade point average (GPA) is mentioned, it means the GPA in actual courses graded on the A-F scale and appearing on the Degree Program Form, exclusive of research credits.

1. Academic performance: Any of the following items on a student's record is considered to be an indication of unsatisfactory performance, is a cause for concern, and may jeopardize a student's standing as a Ph.D. candidate:

- a. Any course grade below B-. Grades of D, F, and N must be either made up or not included in the Degree Program.
- b. Failure to pass all four proficiency examinations by the end of the first academic year in residence.
- c. A cumulative GPA below 3.00.
- d. Completion of fewer than 18 credits of coursework with a grade of B- or better by the end of the first year in residence.
- e. Students who have not passed the ESL exam by demonstrating level 1 or 2 proficiency by the end of their first academic year in residence will not be eligible for further departmental support (although Research Assistantships may still be arranged with individual faculty members).
- f. Failure of the written preliminary examination.

2. Review of the student's progress: Each term the Graduate Committee reviews the progress of first-year graduate students. Other than in exceptional circumstances, a decision to reassign a student

from the Ph.D. to M.S. degree program is not made until the end of the first year. Following the first year, academic review is done annually at the end of Spring term.

3. Reassignment from the Ph.D. to the M.S Degree Program: At the following points in a student's career, the student faces the possibility of being assigned to the M.S. program if academic progress has not been satisfactory.

a. End of first year: At this point, students must meet **all** of the following requirements to remain in good standing in the Ph.D. program:

- (i) Grade point average (GPA) of 3.0 or better
- (ii) 18 credits of coursework with a grade of B- or better
- (iii) Passing grades on all four proficiency exams

If any one of these requirements is not satisfied, students will usually be terminated from the Ph.D. program and assigned to the M.S. program. In exceptional circumstances, students may be given **one** additional semester to improve their GPA or complete additional coursework with a grade of B- or better. Termination from the Ph.D. program will be automatic for any students who fall short on two or more of the above requirements.

b. End of subsequent academic years: A student must maintain a GPA of at least 3.0. In exceptional circumstances, students may be given **one** additional semester to improve their GPA. Failure to satisfy the GPA requirement will be sufficient cause for termination from the Ph.D. program.

c. Repeating courses: While officially allowed by the Graduate School, retaking courses is strongly discouraged. If a course is taken a second time in the Chemistry graduate program, the grade earned for the initial attempt is the only one that will be used in the calculation of your GPA.

d. Preliminary examination: Failure to take and pass the written and oral preliminary examination in accordance with departmental will be sufficient cause for termination from the Ph.D. program. All students must pass the oral preliminary exam by the end of May term (mid-June) following the second year in residence. A second failure of the oral preliminary examination at any time requires permanent removal from the Ph.D. program.

e. A recommendation for termination from the Ph.D. program from the student's TMC, or research advisor may, after review by the Director of Graduate Studies and/or the Graduate Committee, be sufficient cause for such termination.

All deadlines above apply to students who start their graduate study at the beginning of the Fall term. Students beginning at other times during the year will receive individual consideration. In general, students terminated from the Ph.D. program will be reclassified as Master's degree students. However, students with particularly unsatisfactory records may be eliminated from the Graduate Program entirely.

IV. THE Ph.D. PROGRAM IN CHEMISTRY

Supervision of the entire chemistry graduate program is the task of the Graduate Committee and its chair, the Director of Graduate Studies. Below you will find a brief summary of the overall departmental program requirements. Further details may be obtained by consulting your Three Member Advising Committee, the Graduate Operations Office (115 Smith Hall), or the Director of Graduate Studies.

In addition, the Chemistry, Physics, Chemical Engineering and Material Science, Biochemistry and Medicinal Chemistry Departments jointly offer a degree in Chemical Physics, which has its own requirements and Director of Graduate Studies.

COURSE AND SEMINAR REQUIREMENTS

The Ph.D. program requires a minimum of 24 course credits, which

- must include at least six 3-cr or 4-cr courses (two 2-cr reduced-load courses are counted as the equivalent of one 4-cr course), and
- may include 1-cr CHEM 8066 ethics course and up to 1 credit of S/N-graded seminar (typically Chem8601).
- English language proficiency courses do not count towards the 24 credits.

All CHEM courses must be at the graduate level (5xxx or 8xxx), but up to two 4xxx courses from another department are allowed with approval from the Director of Graduate Studies. Courses from other departments at the 5xxx level may be appropriate but registration for such courses should occur only after consultation with either your advisor or Three-Member Committee.

If a student desires that graduate courses taken at other universities count toward the minimum number of credits for a Ph.D. in chemistry, this may be requested by including the courses on the Graduate Degree Program Form. In such cases the Graduate Degree Program Form should be accompanied by a recommendation from the TMC advising the DGS on the appropriateness of the proposed transfer(s).

Ethics Course: All graduate students must take CHEM 8066 (Professional Conduct of Chemical Research) during the Spring Term of their first year in residence.

Seminar Course: Seminars by leading researchers from other universities and from government and industrial laboratories are given in the Chemistry department approximately weekly throughout the academic year. This experience has intrinsic value, and questions about seminars sometimes occur in oral preliminary examinations. Many students also frequently find research seminars in other departments (e.g., Chemical Engineering and Materials Science, Physics, Biochemistry, or Pharmacy) to be of interest.

All first year students must register for Chemistry 8601 on an S/N basis during both Fall and Spring terms. Students who do not attend the required number of seminars will fail CHEM 8601.

Exceptions: (I) Students who have a conflict between CHEM 8601 and a TA assignment, must attend seminar the following semester and are encouraged to register for CHEM 8601 at that time. (II) Students who reach the maximum number of course credits due to an ESL

requirement should attend seminars but will be required to register for CHEM 8601 in a later semester.

Students should carefully consider which courses prepare them best for their graduate research and professional career. **The following tables give an overview of courses taught in the department, along with a selection of other relevant courses. On the right hand side of the table, the dark and light grey boxes indicate courses that may be considered to be core courses or otherwise very useful courses, respectively, for students with an interest in traditional fields of study. Note, however, that these labels are not binding and are only given as guidance.** They should not distract from the fact that modern research in chemistry is very interdisciplinary and that the most appropriate selection of courses depends heavily on every students' research interests. Students are strongly encouraged to discuss course choices with their three member committee and (if applicable) with their advisor(s).

			credits	Semester (generally offered)	Chemical Biology	Analytical & Bioanalytical Chemistry	Chemical Theory & Computation	Energy & Catalysis	Environmental & Green Chemistry	Experimental Physical Chemistry	Inorganic & Organometallic Chemistry	Nanoscience & Materials Chemistry	Organic Chemistry	Polymer Chemistry
CHEM	8011	Mechanisms of Chemical Reactions	4	F										
CHEM	8021	Computational Chemistry	4	S										
CHEM	8151	Analytical Separations and Chemical Equilibria	4	S										
CHEM	8152	Analytical Spectroscopy	4	F										
CHEM	8153	Extracting Signal from Noise	4	S										
CHEM	8155	Advanced Electrochemistry	4	S										
CHEM	8157	Bioanalytical Chemistry	4	F										
CHEM	8201	Materials Chemistry	4	F										
CHEM	5210	Materials Characterization	4	S										
CHEM	8211	Physical Chemistry of Polymers	4	S										
CHEM	8221	Synthetic Polymer Chemistry	4	F										
CHEM	5245	Introduction to Drug Design												
MEDC	5245		4	F										
CHEM	8321	Organic Synthesis I	4	F										
CHEM	8322	Advanced Organic Chemistry	4											
CHEM	8352	Physical Organic Chemistry	4											
CHEM	8361	Interpretation of Organic Spectra	4	F										
CHEM	8411	Introduction to Chemical Biology	4	F										
CHEM	8412	Chemical Biology of Enzymes	4	S										
CHEM	8413	Nucleic Acids	4	S										
CHEM	8541	Dynamics	4	F										
CHEM	8551	Quantum Mechanics I	4	F										
CHEM	8552	Quantum Mechanics II	4	S										
CHEM	8561	Thermo., Stat. Mech. & Dynamics I	4	F										
CHEM	8563	Molecular Simulations (Half Course)	2	S										
CHEM	8564	Laser Spectroscopy (Half Course)	2	S										
CHEM	8700	Advanced Concepts in Drug Design												
MEDC	8700		4	S										
CHEM	8715	Physical Inorganic Chemistry	4	F										
CHEM	8725	Organometallic Chemistry	4	S										
CHEM	8735	Bioinorganic Chemistry	4	S										
CHEM	8745	Advanced Inorganic Chemistry	4	S										
CHEM	5755	X-Ray Crystallography	4	S										

BIOC	4025	Laboratory in Biochemistry	2	F														
BIOC	4125	Laboratory in Molecular Biology and Biotechnology	3	S														
BIOC	4331	Biochemistry I: Structure, Catalysis, and Metabolism	4	F S														
BIOC	4332	Biochemistry II: Molecular Biology and Regulation	4	F S														
BIOC	5527	Introduction to Modern Structural Biology	4	F														
BIOC	5528	Physical Biochemistry: Spectroscopy & Kinetics	4	S														
BIOC	8001	Advanced Biochemistry: Structure, Catalysis, and Metabolism	3	F S														
BIOC	8002	Advanced Biochemistry: Molecular Biology and Regulation	3	F S														
BIOC	5351	Protein Engineering	3	F														
BMEN	5001	Advanced Biomaterials	3	F														
CHEN	5551	Survey of Renewable Energy Technologies	3	F														
CHEN	5771	Colloids and Dispersions	3	F														
CHEN	4301 /830 1	Physical Rate Processes I: Transport	3	F S														
EE	5171	Microelectronic Fabrication	4	F														
EE	5173	Basic Microelectronics Laboratory	1	F														
EE	5181	Introduction to Nanotechnology	4	F														
MATS	5517	Electron Microscopy	3	S														
MATS	8001	Structure and Symmetry of Materials	3	F														
PHYS	5701	Solid-State Physics for Engineers and Scientists	4	S														
MEDC	8420	Natural Products Chemistry	3	S														

TRANSFER CREDIT COURSE ALLOWANCES

M.S. track: Up to 40% of total degree program credits can be used in any combination of the above categories of courses.

Ph.D. track: Up to 12 credits of courses taken through the continuing education program or through graduate programs at other institutions may be submitted for consideration for transfer credit. Such credit transfers are usually only approved if the language of instruction was English and if the student can provide syllabi, lecture notes, and exams for review by the TMC. Credit may be received in any course by means of an exemption exam. Students wishing to do so should make a proposal to their TMCs. Discussion and agreement about the appropriateness of the transfer credits with that committee should be followed by a written recommendation to the Director of Graduate Studies from and approved by at least two-thirds of the TMC. The agreed upon courses should be included on the Graduate Degree Program Form for ultimate approval by the DGS who will normally follow the recommendation of the TMC.

GRADUATE DEGREE PLAN FORM

The Graduate Degree Plan Form must be filed in the Fall term of the second year in residence. This form lists all of the coursework that will apply toward the Ph.D., and it informs the

Graduate School as to the names of the Oral Preliminary Exam committee members (see below.) In addition, students will fill out a separate Degree Program Form at the same time for a M.S. – Plan B degree, which will be attempted concurrently with the Ph.D. preliminary exams.

WRITTEN PRELIMINARY EXAMINATION AND COMMITTEE

The written preliminary examination is required by the Graduate School and is submitted during the Fall term of the second year in residence. In addition, all students will be pursuing a M.S.-Plan B degree concurrent with the written and oral preliminary exams.

The first step is submitting an abstract and potential written committee member names in mid-August, prior to the start of the second year in residence. The three members of the written preliminary exam committee are selected by the Director of Graduate Studies in consultation with the graduate education committee. Please see the full Written Preliminary Exam policy at the end of this Chapter (p16).

It is sometimes the case that not all Ph.D. coursework has been completed when the form is filed and this is perfectly acceptable. Remaining courses should be identified. If there are changes in the course program after the form has been filed, necessary to file a change to the Graduate Degree Program Form with the Graduate School.

ORAL PRELIMINARY EXAMINATION AND COMMITTEE

The members of the oral preliminary examination committee will be the same three Chemistry faculty members who served on the student's Written preliminary exam committee, plus one additional committee member from outside of Chemistry. This new name should be submitted to 115 Smith along with the Graduate Degree Program Form.

Each Ph.D. candidate must pass the oral preliminary examination. Possible outcomes of the first examination are

- i) pass
- ii) pass with reservation
- iii) fail

Students who have not made an initial attempt at the oral preliminary examination ten weeks before the start of Summer term of their second year or who have not passed this examination by the beginning of Summer Term of their second year will no longer be in good standing in the Ph.D. Program. They will be reclassified into the M.S. program and will be reconsidered for the Ph.D. program only under extraordinary circumstances.

Students who fail the first attempt at the oral preliminary exam are allowed one opportunity to re-take the exam.

The Oral preliminary exam is also the Final Defense for students' M.S.-Plan B degree. Again, refer to the full policy at the end of this chapter.

Students who must delay taking their oral preliminary examination until after the 11th week before the end of Spring/Summer intercession of their 2nd year in residence, due to extenuating circumstances, must submit a letter of explanation to the Director of Graduate Studies. In all cases the oral must be passed by the last day of the May session of the second year in

residence with no exceptions.

The above dates apply to students beginning their graduate studies Fall Term. For students beginning in Spring, an alternative schedule should be established by the TMC. In the case of other special circumstances, a student may petition the Director of Graduate Studies for an exception. The petition must be submitted at least one month prior to the deadline in question and must include a proposed alternative date.

The deadline for passing the oral preliminary examination for students classified as M.S. students and later reinstated in the Ph.D. program is 6 months after readmission to the Ph.D. program. Students not passing the Ph.D. oral examination by this deadline shall be reclassified to the M.S. program again and this reclassification will be final.

The oral preliminary examination may cover coursework or research topics and related areas.

It is imperative that each student register the time and date of the oral preliminary examination with the Graduate School (333 Bruininks Hall). In addition it is strongly advised that students remind faculty in writing or by e-mail of the time, date, and location of the oral preliminary examination the day before the exam. If a full committee of faculty is not assembled for the exam, there is usually no option but to postpone the exam—an event inconvenient for all involved.

Students are not required (and the faculty do not expect students) to provide food and/or drinks at the oral preliminary examination. Faculty recommend that you do not.

THESIS CREDITS

Once a student has passed the oral preliminary exam, the student should begin taking the required 24 Ph.D. thesis credits (CHEM 8888) during the next term. These credits can be divided up as needed, provided that all 24 are completed over the course of the next two terms. It is also possible that a faculty research advisor would choose to have a student take these credits during a summer term.

SELECTION OF PH.D. FINAL ORAL EXAMINATION COMMITTEE

When students are preparing for their final oral examination, students should submit the names of three faculty names from Chemistry, and one faculty member from outside of Chemistry. The three reviewers (or readers) should be identified. The student's advisor and the non-Chemistry faculty member are automatically assigned as reviewers. Students should identify which of the remaining two members will serve as the third reviewer. Ordinarily at least three members should be the same as those who served on the oral preliminary examination. It is the student's responsibility to contact all four persons regarding their willingness to serve as a committee member or reader. All approvals should be obtained before the request is submitted.

THIRD-YEAR SYMPOSIUM

All graduate students will deliver a seminar on their research in the Spring term of their third year in residence, as part of the Departmental Research Symposium. Students will be provided with information about the symposium early in their third year

THESIS PREPARATION

A successful Ph.D. candidate must (i) carry out original research that is described in a

written thesis and (ii) successfully defend the completed work in a final oral examination. Detailed instructions for the preparation of the thesis may be found on the Graduate School website: www.grad.umn.edu.

The Graduate School requires that each copy of any thesis [either Plan A Masters or Doctoral] delivered to the Graduate School contain a separate page for the signature of the advisor. The signature page should be bound into both copies of the thesis as the first page in the volume, immediately preceding the title page. Both copies should be signed in order to assure that the advisor has seen and approved the actual, bound, final version of the thesis.

GRADUATION PROCEDURES AND FORMS

Once the Thesis committee has been approved by the Graduate School, you will automatically be sent instructions to download your Graduation Packet with instructions and forms to complete the path to completing your degree. Many questions can be answered via the Graduate School website or by their staff in 333 Bruininks Hall.

FINAL ORAL DEFENSE

The format of the final defense can vary, but typically involves the Ph.D. candidate giving a presentation on their research to the committee and any other attendees. This is then followed by questions from the committee. The questions period is held in private, with only the student and the committee members present.

CHANGES IN COMMITTEES

Any changes to assigned committee require approval by the Director of Graduate Studies. Report any necessary changes to the Graduate Operations Office in 115 Smith.

NOTE: It is virtually impossible (by Graduate School policy) to change the membership of an oral preliminary examination committee between an initially failed examination and the retake of the exam (if permitted.) Students and faculty alike should consider this in their planning when faculty will be on leave in the term/year subsequent to the first examination date.

Rules for the Written Preliminary Exam in Chemistry

A. Overview of Written Preliminary Exam

The written preliminary examination in chemistry is in the form of a research dossier, which is *written and prepared by the candidate* in consultation (as defined in section D) with the research advisor(s). The purpose of the research dossier is to demonstrate that the candidate has attained a good understanding of the thesis project including the fundamental background and current literature. In view of the unpredictable nature of research, it is understood that specific projects described in this preliminary research dossier may well differ from those actually reported in the student's Ph.D. thesis.

The dossier should succinctly describe the thesis research the candidate is engaged in. In particular, the following topics should be discussed in a balanced fashion:

- the specific objective, including a discussion of the motivation for and the potential impact of the research project(s); part of M.S. Plan B Project I
- a critical assessment of previous work found in the scientific literature relevant to the proposed thesis research; part of M.S. Plan B Project I
- the thesis research plan (synthesis, characterization, and/or computational methods that will be developed/employed), including a discussion of existing practical and/or fundamental
- problems and how initial experiments to be conducted may influence the direction of
- subsequent research; part of M.S. Plan B Project II
- the research progress made to date; part of M.S. Plan B Project II.

The upper page limit for this document is 40 double-spaced typed pages (12 pt font, 1" margins), including embedded figures and tables. The research dossier should also include an abstract (less than 300 words), a table of contents, a list of abbreviations, and exhaustive references (complete with title and inclusive pagination). The latter four items do not count toward the 40-page limit.

B. Schedule for Written Preliminary Examination

Third Monday of August: The candidate submits a brief written abstract (less than one page) to <http://z.umn.edu/abstract> and include three chemistry faculty members (not including the advisor(s)) whom the candidate feels would be well suited to serve on the written and oral preliminary exam committees.

Fourth Monday of August: The Graduate Operations Office informs the candidate of the names of the three faculty members who will comprise the candidate's written preliminary exam committee and who will also be members of the candidate's oral preliminary exam committee. The committee assignment will be made in a joint meeting of the area coordinators and the DGS. The candidate's advisor will be the chair of the three member committee. If a candidate has two advisors, then the second advisor will serve as an extra (internal) member on the candidate's written and oral preliminary exam committees.

Monday of 3rd week, fall semester: The candidate submits the Ph.D. and M.S. Plan B Degree Program Forms and the External Committee Member Form (signed by the proposed external oral preliminary exam committee member).

Monday of 6th week, fall semester: The candidate submits printed copies of the research dossier to the members of the written preliminary exam committee. Any committee member should feel free to provide initial feedback on shortcomings in the written preliminary exam to the candidate at any time after the initial submission.

Monday of 8th week, fall semester: The chair of the written preliminary exam committee informs the candidate about the outcome of the initial submission.

Monday of 11th week, fall semester: (If needed) the candidate submits printed copies of the revised research dossier and a cover letter describing the major changes to the members of the written preliminary exam committee.

Monday of 13th week, fall semester: The chair of the written preliminary exam committee informs the candidate about the outcome of the revised submission.

C. Allowed Outcomes of the Written Preliminary Exam

Possible outcomes of the initial submission:

- pass
- pass with reservation (i.e., minor revisions are required and it is expected that the candidate will be able to address these revisions in a shorter timeframe than the usual 3-week period; the candidate should proceed with scheduling of the oral preliminary exam; the reservation must be lifted prior to taking the oral preliminary exam)
- not acceptable in current form with one resubmission allowed (i.e., major revisions are required; the candidate should not proceed with scheduling of the oral preliminary exam)
- fail and no resubmission allowed (i.e., the research dossier is in such poor shape that the committee deems it impossible that the candidate could submit a satisfactory revised research dossier within a 3-week period)

Possible outcomes of the revised submission:

- pass
- pass with reservation (i.e., minor revisions are required, but the student should proceed with scheduling of the oral preliminary exam; the reservation must be lifted prior to taking the oral preliminary exam)
- fail (i.e., the revised research dossier is substantially deficient)

With the exception of a “fail” on the initial submission, a majority vote of the committee members decides on the outcome. In case of a tie vote (i.e. for a student with two co-advisors), the more restrictive outcome is applied. For example, when two members vote “pass” and two vote “pass with reservation”, the outcome is the latter. A unanimous vote of the committee is required for a “fail” on the initial submission.

A “fail” on the written preliminary exam does not constitute a grade of “F” for the M.S. Plan B projects. In case of a “fail” on the written preliminary exam, the written preliminary exam committee may decide that the research dossier while lacking in important aspects is still satisfactory for a passing grade for the M.S. Plan B projects or the committee may ask the candidate for further revision to yield a passing grade for the M.S. Plan B projects. The written preliminary committee decides independently on the grades for the two M.S. Plan B projects. An “incomplete” on one or both of the M.S. Plan B projects should only be assigned in extenuating circumstances.

The decisions of the written prelim exam committee need to be communicated to the candidate in written form (electronic mail is acceptable) with a copy to the Graduate Operations Office.

D. Additional Information

The advisor's role in the preparation of the initial research dossier is to advise the student's research in all possible ways, just as one advises students who have passed the prelim exam, with one exception: the advisor is not to participate in the writing or editing of the research dossier. The advisor may provide the candidate with copies of grant proposals related to the candidate's research, but the candidate needs to understand that issues relating to plagiarism also apply to the use of these grant proposals in writing the research dossier. The advisor is not allowed to directly read and comment on the research dossier prior to submission. After the candidate has received the outcome of the initial submission, the candidate can discuss all concerns raised by the committee with any of the committee members (including the advisor).

Careful attention should be paid to organization, grammar, spelling, and punctuation. Unnecessary jargon and undefined terms should be avoided. The candidate is responsible for careful proofreading of the research dossier. An unusually large number of mistakes that makes it hard for the committee to follow the research dossier may result in a "not-acceptable" or "fail" decision.

The candidate is encouraged to consult with other graduate students or postdoctoral associates on the writing of the research dossier, but again the candidate needs to understand that issues relating to plagiarism also apply to the use of prior research dossiers and M.S. or Ph.D. dissertations from other students in writing the research dossier.

Cases of plagiarism can differ in severity, but the candidate should realize that in all cases of plagiarism the most probable outcome is a "fail" on the written preliminary exam with automatic removal from the Ph.D. program. Severe cases of plagiarism can lead to the candidate's expulsion from the Graduate School.

The candidate should indicate on the cover page of the research dossier the names of the preliminary exam committee members (with the chair underlined) and the due date for the committee.

The pages of the dossier must be numbered. If a revision is required, revised or newly added text should be highlighted in color or by underlining. Use of *Track Changes* is encouraged. Moreover, students should submit along with revised dossier a cover letter outlining the changes, as it is similarly done whenever a revised manuscript is submitted to a journal. Some faculty members prefer to receive along with the revised dossier also the first submitted dossier. While some faculty members prefer paper copies, others prefer electronic files. Students should consult with faculty about their preferences.

Rules for the Oral Preliminary Exam in Chemistry

A. The Goal of the Oral Preliminary Exam

The principal goal of the oral preliminary exam is to determine if the candidate has the competence and capability to carry out and complete a Ph.D. thesis in Chemistry. The examination committee will ask questions to explore (i) whether the student has enough of a working knowledge of pertinent topics to begin to master their chosen field, and (ii) whether the student thinks like a research scientist.

B. Choice of Format for the Oral Preliminary Exam

The oral preliminary exam in Chemistry can be taken in two different formats: RC, dissertation research and coursework format; IP, independent proposal format. The advisor(s) select(s) the format of the oral preliminary exam in consultation with the candidate.

C. Format of the Oral Preliminary Exam

C.1. Dissertation Research and Coursework (RC) Format

The RC format of the oral preliminary exam in chemistry will begin with a 25-minute presentation covering the following topics related to the candidate's Ph.D. research: (a) the objective of, motivation for, and potential impact of the thesis research, (b) the scientific background, (c) the thesis research plan, and (d) the research progress made to date.

Following the candidate's presentation will be a period of questions related to the research presentation. It is OK if experiments so far have failed as long as the student can show that they have thought in a productive way about why things failed and have as a result planned further experiments in a meaningful way. A logical flow of questioning may drift fairly far from the proposed research and the candidate should be prepared for such an eventuality. There may be a short break after this round of questioning and the exam will conclude with an additional period of questioning on topics directly related to graduate coursework completed by the student.

C.2. Independent Proposal (IP) Format

The IP format of the oral preliminary exam in chemistry is a propositional oral exam for which the candidate must present an original research proposal that is appropriate for a Ph.D. research project. The topic must be approved by the candidate's oral preliminary exam committee and must not be closely related to the candidate's own dissertation research or duplicate on-going research in the department or published research. The candidate should not consult faculty for ideas, feedback on the proposal, or solutions to specific problems prior to the exam.

The candidate must prepare a 200-word abstract of the proposal with pertinent references to be submitted for approval to the committee members four weeks before the exam date (see Schedule).

The exam itself will consist of a 25-minute presentation that begins with a brief summary of the thesis research and focuses on the independent proposal. It is expected that questioning by the committee will follow logically from the candidate's presentation. A logical flow of questioning,

however, may drift fairly far from the problem at hand, and the candidate should be prepared for such an eventuality. There may be a short break after this round of questioning and the exam will conclude with an additional period of questioning on topics the committee deems appropriate to determine whether the candidate has achieved the goal of the oral preliminary exam.

D. Schedule for Oral Preliminary Examination

A candidate should schedule the oral preliminary exam with the committee members (including the external member) as soon as the Written Prelim Exam has been *passed* or *passed with reservation*. Candidates are encouraged to schedule the oral preliminary exam to take place in December or January. The first two weeks of Spring Semester are usually very busy and it may be advantageous to schedule the exam to take place before the start of Spring Semester. Oral exams occasionally last longer than 2 hours; room reservations for 2½ h are recommended.

Four Weeks before the Scheduled Exam Date: If the candidate plans to take the oral preliminary exam under the IP format, then a brief abstract (less than 200 words) must be submitted at least four weeks before the scheduled exam date to the committee. The committee must decide within one week after submission of the abstract whether the proposed topic is *sufficiently independent* of the candidate's dissertation research. If the committee concurs, then the exam can go ahead as scheduled. If not, then the candidate needs to schedule the oral preliminary exam at a later point and submit a new abstract at least four weeks before the new scheduled exam date to the committee. Again, the committee must decide within one week after submission of the abstract whether the proposed topic is *sufficiently independent* of the candidate's dissertation research. If the committee concurs, then the exam can go ahead as scheduled. If not, then the candidate will take the oral preliminary exam under the RC format on the scheduled date.

Two Weeks before the Scheduled Exam Date: The oral preliminary exam must be officially scheduled with the Graduate School by submitting the Scheduling Form.

Second Friday of Spring Semester: To allow for timely progress toward the Ph.D. degree, candidates are *strongly* encouraged to schedule the oral preliminary exam to take place before the second Friday of Spring Semester to allow them to take CHEM 8888 thesis credits during Spring Semester.

Last Friday in March: This is usually the last day at which the first attempt at the oral preliminary exam can take place and still allow for a second attempt after the mandatory minimum period of 10 weeks required by the Graduate School for any retake, but before the Chemistry deadline for passing the oral preliminary exam.

Last Day of May Term (mid-June): A candidate must pass the oral preliminary exam by the end of May Term following the second academic year in residence to remain in good standing in the Chemistry Ph.D. program. A second failure of the oral preliminary exam at any time requires permanent removal from the Chemistry Ph.D. program.

E. Possible Outcomes of the Oral Preliminary Exam

Possible outcomes of the first attempt:

- pass
- pass with reservation (i.e., conditionally passed with specific subject matter deficiency to be made up through specified means; the chair of the exam

committee must inform the student in writing within one week about the specific means required to remove the reservation)

- fail with one retake allowed (10 weeks have to pass before the retake can take place) The chair of the exam committee must inform the student in writing within one week after the exam about any specific weaknesses observed by the exam committee. If a retake is permitted, the letter should explicitly comment on specific recommendations given to the candidate in view of the retake. A copy of this letter should be sent to the Graduate Operations Office.
- fail and no retake allowed

Possible outcomes of the retake:

- pass
- pass with reservation (i.e., conditionally passed with specific subject matter deficiency to be made up through specified means; the chair of the exam committee must inform the student in writing within one week about the specific means required to remove the reservation)
- fail

F. Additional Information on the IP Format

In evaluating a propositional oral, committee members will assess the candidate's performance in each of the following five areas:

Significance:

- (1) Is the subject matter timely and important?
- (2) Will the successful completion of the proposed research constitute a non-trivial extension of current understanding?

Scientific Background:

- (1) Has an adequate search and evaluation of background literature been undertaken? A thorough understanding of background research and careful identification of any ambiguities are expected.

Experimental or Computational Approach:

- (1) Have the appropriate techniques and methods been selected?
- (2) Have weak points been identified and alternative approaches proposed?
- (3) Is the approach creative?

Presentation:

- (1) Have the goals of the proposed research been clearly stated?
- (2) Was the presentation organized, logical, coherent, and convincing?

Defense:

- (1) Have questions arising during the exam been satisfactorily addressed?
- (2) Overall, has the candidate shown himself or herself to be sufficiently well-versed in this field of chemistry to competently carry out the proposed research.

Preparations For Oral preliminary exam and M.S. Final Defense

When you meet with your committee, there will be two events happening at the same time, and your committee will be making two decisions on that day.

The Oral preliminary exam for your Ph.D. is also the Final Defense for your M.S. degree. The committee will take a separate vote for each of the decisions.

For students scheduling the Oral Prelim/MS Final Defense prior to start of Spring term:

For **Spring Semester 2018**, the final day on which you can have your examination is **January 29, 2018**. It is not recommended to wait until the last possible day.

That is the last day on which you can pass your Oral preliminary exam, turn the signature form in to the Graduate School and then change your **Spring 2018** registration to Doctoral Thesis Credits (CHEM 8888.) See the staff in 115 Smith if you have questions about this.

For all graduate students, here are the steps and forms YOU need to take care of prior to meeting with your committee for your examination:

Master's Degree (M.S. – Plan B) Final Defense

1) Follow the link below and request an M.S. degree Graduation Packet.

<https://apps.grad.umn.edu/secure/gradpacket/>

The Graduation Packet contains:

2) **Graduate Application for Degree** –The online form should be submitted no later than the first calendar day of the month you will have your MS Final Defense/Oral Prelim. Go to www.myu.umn.edu and follow procedures to graduate.

NOTE: If you are going to have your Oral Prelim/M.S. Final Defense in January, you may submit this form after the first calendar day of January, and still schedule your exam(s) for the month of January. That will result in your degree appearing on your transcript in February instead of January. For nearly all students, this is not a concern.

3) **Final Examination Report Form:** This is the form your committee members will sign at your Oral Prelim/M.S. Final Defense. You are responsible for bringing it to the exam.

Letter grades for CHEM 8081 and CHEM 8082: At the conclusion of your exam, your committee will assign two letter grades for the M.S. Plan B Project courses on your transcript for Fall term. If you get an e-mail notice prior to your exam from the Graduate School about these “missing” grades, that is normal. Know that those grades will be entered after the exam.

Ph.D. Oral preliminary exam

- 1) After your Written Preliminary Exam committee informs you that you've passed, prepare for your Oral preliminary exam.
- 2) Once you have determined the date, time and location of your Oral preliminary exam, complete the online Oral preliminary exam Scheduling Form at least one week before your examination:

https://wfggen.umn.edu/wfggen/show.aspx?QUERY=START&P=DOCT_PRELIM_EXAM_SCHEDULING&BACKURL_SUBMIT=http%3A//www.grad.umn.edu/students/thankyou/&BACKURL_CANCEL=http%3A//www.grad.umn.edu/students/thankyou/

- 3) The Graduate School will send the official Oral preliminary examination form directly to the chair of your committee (usually this is your advisor) by campus mail. This is the form that your committee members will sign at the conclusion of your exam. Your committee chair (advisor) must bring this form to your examination.
- 4) Prior to your exam, come to 115 Smith to pick up a memo with instructions for your committee and a copy of your current UMN transcript.

Registration for Spring term

The following instructions assume you are not taking any actual courses in Spring term.

1) If your Oral preliminary examination will be prior to **January 29, 2018**, you should register for 6 credits of CHEM 8666 (Pre-Thesis Credits.) If you pass your exam, you should take your signed form to 333 Bruininks Hall and change your spring term registration to 14 credits of CHEM 8888 (PhD Thesis Credits.) Ultimately you need to register for 24 credits of CHEM 8888, divided between the two semesters following your passing the Oral preliminary exam.

Your tuition benefit covers 14 credits per semester. You may divide the 24 credits of CHEM 8888 between the two terms however you wish.

2) If your Oral preliminary examination will be after **January 29, 2018**, you should register for 6 credits of CHEM 8666 (Pre-Thesis Credits) for Spring term. Your registration will not change at all after your exam(s).

Policy on Collaborative Research Contributions for Inclusion in M.S. Plan A and Ph.D. Dissertations in Chemistry

(approved on November 13, 2007)

The Chemistry Graduate Program strongly encourages collaborative research carried out by graduate students, undergraduate students, postdoctoral associates, and faculty within a given research group and with other research groups from this or other graduate programs or from outside of the University of Minnesota.

In recognition of the importance of collaborative research, the Chemistry Graduate Program accepts that collaborative research can contribute a significant part of a graduate student's M.S. Plan A or Ph.D. dissertation research. Upon approval by the advisor(s), collaborative research may be included in a chemistry M.S. Plan A or Ph.D. dissertation, but it should, at a minimum, be identified by the following footnote:

This chapter/section describes the outcome of a collaborative research project carried out by student-postdoc-list (and advised by advisor-list). A report on this research project will be submitted for publication [ref]/has been submitted for publication [ref]/has been published [ref].

The term in parenthesis is only required if multiple advisors beyond the official set of thesis advisors were involved in the research.

The second sentence is not required if there is no intention to publish the research.

Pick the appropriate term or phrase from the underlined parts.

The Chemistry Graduate Program strongly discourages collaborative M.S. Plan A or Ph.D. dissertations with joined authorship by multiple students.

VI. THE CHEMICAL PHYSICS GRADUATE PROGRAM

Members: Professors David Blank, Philippe Buhlmann, Matteo Cococcioni, Kevin Dorfman, David Ferguson, David Flannigan, Daniel Frisbie, Renee Frontiera, Laura Gagliardi, Jiali Gao, Jason Goodpaster, Allen Goldman, Woods Halley, Christy Haynes, Cheng-Cher Huang, James Johns, Doreen Leopold, Kenneth Leopold, Sanford Lipsky, Aaron Massari, David Morse, Lanny Schmidt, Ilja Siepmann, David Thomas, Donald Truhlar, Gianluigi Veglia, and Renata Wentzcovitch [members not accepting new graduate students: Sanford Lipsky]

Director of Graduate Studies: Professor Aaron Massari

The Graduate Program in Chemical Physics may be selected by students who wish to satisfy their degree requirement by a thesis in chemical physics combined with interdisciplinary course work. Chemical Physics graduate students may select an advisor or advisors from the members listed above whose research programs are described on the Web at <http://www.chem.umn.edu/chemphys/>.

I. Prerequisites for entering the Chemical Physics Graduate Program

The prerequisites are:

- A. Adequate preparation in mathematics, intermediate physics, and physical chemistry
- B. Acceptance by the Graduate School
- C. Approval by the Chemical Physics Program's Director of Graduate Studies (DGS). This approval will be granted only to those who demonstrate the ability to obtain support. For beginning graduate students, this financial support usually consists of a fellowship or a teaching assistantship from one of the departments represented on our graduate faculty. In this regard, note that the Chemistry and Physics Departments consider entering Chemical Physics students for support with the same priority as students majoring in Chemistry and Physics, respectively.

Current graduate students with a teaching assistantship, research assistantship, or fellowship who wish to switch to Chemical Physics may do so upon obtaining the approval of the DGS.

II. Proficiency examination

A student in the Chemical Physics Program must pass a proficiency exam in physical chemistry, which presupposes knowledge equivalent to a full year study of physical chemistry at the undergraduate upper division level.

III. Course program

All first-year chemical physics students will choose a program of study in consultation with their TMC (three member committee). Ordinarily course programs for Ph.D. students will include at least 24 graduate credits (5000 or 8000 level), which must include either:

- (a) at least 5 credits in chemistry (CHEM) and at least 5 credits in physics (PHYS),

- (b) or, at least 16 credits in chemistry and/or physics combined, including at least 5 credits of quantum mechanics and at least 5 credits chosen from among the areas of thermodynamics, statistical mechanics, statistical physics, and chemical dynamics.

There is no minor or supporting field requirement, and no foreign language requirement.

IV. Ethics training

Every student in the Chemical Physics Program must become acquainted with basic concepts of professional and research ethics as part of new student orientation and also receive subsequent training in the responsible conduct of research/professional ethics. Both the Chemistry Department and the Physics Department have programs in place to provide this training. Each student in the Chemical Physics Program should receive this training in the Chemistry Department or the Physics Department and will be responsible for completing the requirements of the department chosen.

V. Seminar

Seminars by leading researchers from other universities and from government and industrial laboratories are given in the Chemistry Department approximately weekly throughout the academic year. Chemical physics students also frequently find the research seminars held in Physics, Chemical Engineering and Material Science, and other departments to be of interest. First-year chemical physics students are expected to attend at least 15 seminars per semester and must register for CHPH 8601 for both semesters. At the end of their third year, all chemical physics students also present a seminar on their research at the Chemistry Department Research Symposium.

VI. Choice of research advisor

The deadline for chemical physics students to choose a permanent research advisor to remain in good academic standing is the end of February for students who begin in Fall Semester. However, chemical physics students who require financial support (e.g., in the form of a teaching or research assistantship) from the Chemistry Department during the summer following their first year (as is the case for most students) must meet the **Chemistry Department's earlier deadline** for choosing an advisor. *Chemical physics students must report their choice of advisor to the Graduate Operations Office (115 Smith Hall) by this date to ensure summer support from the Chemistry Department.* Students are expected to interview at least four faculty members regarding their research. Students should submit their choice, along with signatures of the interviewed faculty, to the Graduate Operations Office using the form attached at the end of this handbook.

VII. M.S. Plan B Project, M.S. Plan A Thesis, and Doctoral Thesis Credits

As soon as a research advisor has been selected, students are expected to participate in research and register for the appropriate number of credits of CHPH 8081/2, CHPH 8777, and/or CHPH 8888 (but do not exceed the 14-credit per semester limit of the tuition benefit). Students admitted for the Ph.D. program who have not been awarded an M.S. degree in Chemical Physics from another institution, usually complete 4 credits of CHPH 8081 and 4 credits of CHPH 8082 before starting to enroll for CHPH 8888. This will allow the students to follow a concurrent procedure for the Preliminary Exam and the M.S. Plan B according to the

guidelines for chemistry students. Upon completion of the 8 credits of CHPH 8081/2, students will enroll for a total of 24 credits of CHPH 8888 as expediently as permitted by the tuition benefit.

VIII. Written preliminary examination

For the written preliminary exam, a student may select one of the two options:

- (i) Chemistry format.
- (ii) Physics format. Interested students should contact the Physics Department for additional information.

Students should inform the Graduate Operations Office by the end of Spring Semester of their first year about their choice of the preliminary exam format.

Students should submit an abstract and potential written committee member names in mid-August, following the schedule of Chemistry graduate students, prior to the start of the second year in residence. The committee members should include three members of the Chemical Physics faculty. The three members of the written preliminary exam committee are selected by the Director of Graduate Studies in consultation with the graduate education committee.

IX. Oral preliminary examination

To remain in good standing, students who have begun their graduate studies in chemical physics during Fall semester of their first year must take their oral preliminary examination by the end of the third week in February of their second year, and must have passed the exam by the end of May intersession of that year. *However, students are encouraged to complete the oral preliminary examination before the start of spring semester.* Those who do not meet these deadlines will no longer be in good standing in the Ph.D. Program and will be reclassified into the M.S. program in Chemical Physics. For a student beginning in Spring Semester or entering the program as advanced graduate students, an alternative schedule should be established by the Chemical Physics TMC at the first meeting.

The members of the oral preliminary examination committee will be the same three Chemical Physics faculty members who served on the student's Written Preliminary Exam committee, plus one additional committee member from a different graduate program. This new name should be submitted to 115 Smith along with the Graduate Degree Program Form. Please note that it is virtually impossible (by Graduate School policy) to change the membership of an oral preliminary examination committee between an initially failed examination and the retake of the exam (if permitted). Students and faculty alike should consider this in their planning when faculty will be on leave in the term/year subsequent to the first examination date.

The oral exam usually lasts between 1 and 2 hours. Typically, for students who passed the written preliminary exam under the chemical physics or the chemistry format, the oral exam begins with a 20-minute long presentation of the written preliminary paper(s). The presentation is followed by questions based primarily on the paper(s) and on the underlying fundamentals of chemical physics. The student will be expected to answer fairly specialized questions on areas that are close to the proposed research topics, written preliminary paper(s), and courses taken, but the further the questioning is from these areas, the less knowledge will be expected. For students passing the written preliminary exam by the physics format, the exam usually begins with a brief research presentation and is followed by questions on the presentation, the research, the fundamentals underlying the research, and general chemical physics.

X. Third Year Through Graduation

All Chemical Physics graduate students will deliver a seminar on their research in the Spring term of their third year in residence, as part of the Departmental Research Symposium. Students will be provided with information about the symposium early in their third year

Thesis preparation should follow the guidelines found on the Graduate School website: www.grad.umn.edu. Students preparing for their final oral examination should submit the names of three faculty names from Chemical Physics, and one faculty member from a different graduate program. The student's advisor and the non-Chemical Physics faculty member are automatically assigned as reviewers. It is the student's responsibility to contact all four persons regarding their willingness to serve as a committee member or reader. All approvals should be obtained before the request is submitted. Once the Thesis committee has been approved by the Graduate School, you will automatically be sent instructions to download your Graduation Packet with instructions and forms to complete the path to completing your degree. Many questions can be answered via the Graduate School website or by their staff in 333 Bruininks Hall.

The Graduate School requires that each copy of any thesis (either Plan A Masters or Doctoral) delivered to the Graduate School contain a separate page for the signature of the advisor. The signature page should be bound into both copies of the thesis as the first page in the volume, immediately preceding the title page. Both copies should be signed in order to assure that the advisor has seen and approved the actual, bound, final version of the thesis.

The format of the final oral defense involves the Ph.D. candidate giving a presentation on their research to the committee and any other attendees. This is then followed by questions from the committee. The questions period is held in private, with only the student and the committee members present. Any changes to assigned committee require approval by the Director of Graduate Studies. Report any necessary changes to the Graduate Operation Office in 115 Smith.

XI. Checklist of normal progress and deadlines for the Ph.D. in Chemical Physics

- During the orientation period:* Pass the proficiency examination in physical chemistry (if not, pass by the end of spring semester). Plan a course program in consultation with the TMC.
- November 15th:* (for students requiring summer support from the Chemistry Department): Choose a permanent research advisor and submit "Choice Form: Research Advisor and Type of Written Preliminary Examination".
- End of first year:* Should have a GPA of 3.0 and have completed at least 14 credits of graduate-level courses (excluding research credits) with a grade of B or better.
- Third Monday in August:* Select Paper for Part 2 of Written Preliminary Exam (if chemical physics format was chosen) and submit Written Preliminary Exam Abstract (all) with suggestions for members of the preliminary exam committee.

- Friday of the third week of Fall Semester:* Submit "Request for Approval of a Graduate Program" and "Degree Program Form".
- Monday of the tenth week of Fall Semester:* Hand in written preliminary examination papers, if chemical physics format was chosen
- Monday of the sixteenth week of Fall Semester:* Hand in revised written preliminary examination papers (if necessary), if chemical physics format was chosen.
- End of January, second year:* Written preliminary examination passed.
- Third week of February, second year:* Oral preliminary exam taken.
- Last day of May intersession, second year:* Oral preliminary exam passed.
- Fall semester, third year:* (or the first semester after passing the oral preliminary exam): Submit "Thesis Proposal Form" and "Ph.D. Final Examination Committee Form". Start registering for the maximum number of doctoral thesis credits (ChPh 8888) each semester (14 cr/semester if not registering for other credits), until 24 credits have been accrued (thereafter, register for 1 thesis or graded credit per semester).
- May of third year:* Present research seminar at the Chemistry Department Research Symposium. If not already on advanced FTE status, register for CHPH 8101, 1 cr., during this Spring semester.

VII. THE M.S. PROGRAM IN CHEMISTRY

There are two types of Masters degrees offered at Minnesota:

M.S. Plan A: requires a formal, published thesis, 10 M.S. Thesis Credits (CHEM 8777) and 20 credits of coursework. An oral final defense with a three-member committee is required.

M.S. Plan B: requires two graded projects (CHEM 8081 and CHEM 8082, 4 credits each) and 30 credits of coursework. The eight (8) credits for the project count toward the 30 credit total, as do one credit each for the ethics and seminar course. An oral final defense is optional, but a three-member committee still renders a final decision on the M.S. projects.

Effective with the entering class of Fall 2006, students will pursue an M.S. Plan B degree concurrent with the written and oral preliminary exams during the second year of study. All of the instructions below still apply, regardless of whether a student is attempting an M.S. degree independent of the preliminary exam process, or during that process.

Students wishing to plan a Master's program should consult with their advisor or Three-Member Advising Committee.

Masters candidates must pass the proficiency examination in a field most relevant to their interest area, but need not do so in the other fields. Masters candidates are not required to take written or oral preliminary examinations.

M.S. DEGREE - ACADEMIC PERFORMANCE

The Department of Chemistry requires that M.S. candidates maintain a GPA of 2.8 among those graduate courses ultimately submitted on the M.S. Degree Program Form. When this requirement is not met or if the necessary proficiency exam(s) are not passed within the first year of graduate study, M.S. candidates will be dropped from the program. To be considered in good academic standing, and therefore eligible for continuation of departmental support, reasonable progress toward completion of the non-course requirements of the M.S. degree program is expected. Normally the Plan B M.S. program for a full-time student should be completed by the end of the second academic year in residence (i.e., ~21 months after beginning the program).

M.S. PLAN A - FINAL ORAL EXAMINATION

At the time that the Degree Program Form is submitted the student should submit the M.S. Oral Examination Prospective Committee Form with the names of two Chemistry and one non-departmental faculty member. It is the student's responsibility to contact all three members regarding their willingness to serve. All signatures should be obtained before the form is submitted. A final oral examination is required for Plan A M.S. degrees.

M.S. PLAN B - COURSES

Students must complete an approved program of coursework consisting of a minimum of 20 credits in the field of their major. The balance of credits to be completed to meet the 30-credit minimum requirement is chosen by agreement between the advisor and the student. All credits in the official degree must be in graduate-level courses

M.S. PLAN B - PROJECTS

Students must demonstrate familiarity with the tools of research or scholarship in their major field, the ability to work independently, and the ability to present the results of their investigation by completing at least eight credits of Plan B Projects (CHEM 8081 & 8082).

Each Plan B project should involve a combined total of approximately 160 hours (the equivalent of four full-time weeks) of library research, reading, and/or writing. Each should result in the preparation of a significant written document. Students who plan to work on Plan B projects independent of the Preliminary Examination should present a plan, after consultation with the chosen instructor for the Plan B project, outlining the number and content of the projects to the DGS. Projects should be completed to the satisfaction of the instructor and the grade is determined by the instructors.

Students who are completing the Plan B projects as part of the Preliminary Examination can find guidelines regarding the two projects at the end of this chapter (p 30). The grades for the two projects will be determined by the Oral Preliminary Exam Committee.

M.S. PLAN B - FINAL EXAMINATION

The Graduate School requires a final examination for Plan B candidates; this may be written, oral or both. Students should make the Plan B project(s) available to the examining committee for its review well in advance of the final examination. If a final oral is held, it is conducted as a closed examination, attended only by the student and the examining committee. All committee members must be present at the oral examination; the absence of any member results in an invalid examination.

REINSTATEMENT INTO THE PH.D. PROGRAM

(FOR STUDENTS PREVIOUSLY RECLASSIFIED AS MASTERS DEGREE STUDENTS)

In general, students are reclassified into the M.S. program, it is recommended that they reconsider their plan of study with the goal of attaining a terminal M.S. degree within four terms of beginning in the Chemistry graduate program or within a minimum number of terms after the change in program status. In certain exceptional circumstances in the course of pursuing an M.S. degree, a student may demonstrate such improvement in coursework and/or research that reconsideration of the status in the Ph.D. program is called for. The procedure for requesting such reconsideration consists of two steps:

1. Petition to the TMC. If at least two thirds of the TMC recommends reinstatement into the Ph.D. program, the student may undertake step 2.
2. Petition to the Department of Chemistry Graduate Committee. Upon written request of the student and a signed request by two thirds or more of the TMC stating reasons for reconsideration, the Graduate Committee will meet formally and make a recommendation.

In no case may the reinstatement request be initiated (Step 1 above) less than one full term after the completion of the term on which the original reclassification to M.S. program was based. Furthermore, since the Graduate School allows only one possible retake of the oral preliminary examination for the Ph.D., students who fail this examination twice may not petition for reinstatement.

VIII. OTHER INFORMATION

TIME LIMITATIONS FOR COMPLETING DEGREE REQUIREMENTS

The Graduate School imposes various limits on the total duration of various courses of study leading to graduate degrees. These are summarized below although anyone wishing further clarification should contact the Graduate Oral preliminary examinations Office for the "long" version of the Graduate School requirements from which these were distilled.

M.S. (Plan A or Plan B): Must be completed within seven years from the date of the oldest coursework on the degree program.

Ph.D.: Must be completed by five years from the end of the Fall or Spring term following the term in which the student passes the oral preliminary examination.

A petition for extension is permitted:

It is possible to petition the Graduate School to request an extension in the time limit for either degree. However, Graduate School policy states that "only under the most extraordinary circumstances will a petition be considered to extend the deadline to more than six years beyond the date of the [Ph.D.] oral preliminary examination" or to "more than eight years from the date of the earliest [M.S.] program coursework."

COMMITTEES

1. Any student interested in serving on departmental and/or collegiate educational or policy-making bodies should indicate this interest to the Department of Chemistry Chair.

AUTHORSHIP QUESTIONS

The often cited phrase “Publish or perish” summarizes very distinctly how important it is in the sciences to become an author. Not surprisingly, authorship questions can lead to disagreement among students and faculty. Some basic knowledge can help to avoid misunderstandings and conflict in first place, and will make it a lot easier to manage disagreements if they do arise.

There are no general rules on who must be included as author and who should only be acknowledged, and there are no strict rules on the order of orders in papers of multiple authors. Different subdisciplines and different research groups handle these issues differently. While one group may always have the faculty member as first author and students following in alphabetical order, other groups may have principle investigators last and students in the order of the extent to which they contributed to a paper. While some groups make a first decision on the order of authors before they start a project, others write down the list of authors only when they start writing a manuscript or when the manuscript is finished. What guidelines a research group uses to determine authorship is part of the group culture. Faculty members should make an effort to clarify these guidelines for their research group, and students should actively seek clarification if those guidelines are not sufficiently clear to them.

Keep in mind that the authorship question may be revisited as a project and eventually the writing of a manuscript proceeds. For example, if a student leaves the group after a very long time on a project and another student is put in charge of collecting a few additional data points, the first student who worked on the project should be probably first author. However, if it becomes clear later that a substantial amount of additional data is needed and that the data from the first student require complete reinterpretation, the authorship assignment needs to be revisited to test whether the order of authors should be changed.

At the end of the day, the U of MN is the “owner” of our research and our resulting paperwork (lab notebooks, image files, etc...). The supervisors/advisors are nearly always the initiators of the work and serve as representatives of the U of MN. As such, the advisors have the final say about the content of the submitted manuscript and about authorship and the author order.

Disagreements about the content and authorship of a manuscript are best solved in an amicable way among the authors. The experience of others has shown that in a lot of cases an honest discussion can clarify issues; there is no sense in keeping dark secrets of dissatisfaction. If discussions among the authors are not sufficient to settle an issue, it may help to consult informally with an outside party whom you trust, such as a student or faculty on campus with some knowledge pertinent to the paper (scientific or not), as they may provide some fresh insight. To the extent that this appears meaningful, the authors may agree to submit and let reviewers of a journal decide on a scientific argument, as they are indeed a truly independent scientific group. If agreement cannot be achieved in an amicable fashion, the correct way to deal with authorship issues is to file a formal complaint with the Office of Conflict Resolution. Such a formal investigation is likely time-consuming and painful for all involved. Everyone should keep in mind that even with the best intentions, the order of authors is sometimes not entirely obvious and authors should not overrate the order of authors. What matters in the end is the whole body of work

of any individual and not the order of authors in one individual paper. Recommendation letters from principal investigators will often highlight contributions from individual students and add some clarity to the authorship question.

PLAGIARISM

Copying of text and figures without full credit to the source is plagiarism and is gravely unethical both scientifically and in fulfillment of coursework. Graduate students learn more about plagiarism in CHEM 8066, a course that every graduate student must take. In short, if anyone copy-pastes a figure or a string of words longer than four words without clearly indicating the source, they risk accusation of plagiarism and may be guilty of misconduct that will negatively affect their grades and status in the graduate program. Faculty are required to report cases of suspected plagiarism to the Director of Graduate Studies and the Office of Scholastic Dishonesty. If an author wants to use whole phrases and sentences from others, the copied text passages need to be clearly identified by indentation or quotation marks. Simply adding a reference to the original text at the end of a copy-pasted sentence is not sufficient to show that a phrase or sentence was copied without modification, as a reader will typically expect that the reference refers to the topic but not that it is the source of the copied sentence. For more information, check, e.g., the most recent edition of the ACS Style Guide or the syllabus of CHEM 8066. (Note that, as a matter of style, in science writing copying text word by word, even when accompanied by proper references, is rare and typically only done for special emphasis or to pay homage to the original author.)

GRIEVANCES

If a conflict should arise between a graduate student and another member of the department regarding a course, a teaching assignment, or a matter of research supervision, the student should make every effort to resolve this with the party or parties involved. If the problem remains unresolved at this level, the student may request a meeting with the departmental administration. In particular, grievances should be brought to the Director of Graduate Studies, the Vice Chair, or the Chair of the Department, as appropriate to the problem.

TEACHING ASSISTANTS - LEAVE OF ABSENCE

As a result of situations where teaching assistants were not able to return in a timely fashion after leaving the country, the following departmental procedures were adopted for granting permission to leave the country and for handling cases where a student is not able to return in a timely fashion.

1. Students on TA contracts must be available for assignment to appropriate teaching duties every day the semester is in session.
2. A student appointed as a TA must obtain permission from both their advisor and the Vice Chair to go on an extended leave (three or more days). Leaves will normally be granted only for one of the following reasons: (i) illness, (ii) family or personal emergency, and (iii) activities that are directly related to research, i.e., attending a scientific conference or making a research visit to another institution. In all cases, permission to be absent will be granted only if the absent TA has been able to arrange for adequate substitutes to cover their assigned duties and have so-informed the instructor for the course or Head TA, as appropriate.

3. If the TA has not yet chosen a research advisor, both the Director of Graduate Studies and the Vice Chair must grant permission to go on an extended leave.

4. If a TA is not able to return on or before the agreed-upon date, the student will automatically lose TA funding for the period of time they are absent and they may risk losing their TA appointment for the remainder of the term.

IX. Department of Chemistry Forms

ADVISOR SELECTION FORM

Your Name

Date

Indicate the names of 4 faculty members with whom you have met to discuss research opportunities in their group. Signatures are **required** from all four faculty members.

- | | |
|-------------------------------|-------------------------------|
| 1. _____
faculty signature | 3. _____
faculty signature |
| 2. _____
faculty signature | 4. _____
faculty signature |

Give a ranked list of your top three choices for a research advisor:

1. _____
2. _____
3. _____

More than one name can be listed on a single line *if you have already discussed co-advising arrangements with all involved faculty.*

RETURN THIS FORM TO THE GRADUATE ORAL PRELIMINARY EXAMRATIONS OFFICE, 115 SMITH HALL, BY **NOVEMBER 8** (OR THE FOLLOWING MONDAY IF THIS DATE FALLS ON A WEEKEND).

Questions To Ask When Choosing Your Research Advisor

These are examples of questions you may wish to ask faculty when you meet with them to determine your research advisor. While nothing replaces your gut instinct as to whether or not the advisor is a good match for you, these questions will address other career issues that you may want to consider.

1. Are you taking students?
2. How many graduate students do you have?
3. How many post docs do you have?
4. How many students are on RA support?
5. How do you decide who gets an RA?
6. How long, on average, does it take to get the Ph.D. degree in your lab?
7. How many papers does an average student have?
8. How many presentations at national meetings does the average student do?
9. Do you help support graduate travel?
10. What is your total federal grant support?
11. Are you going on sabbatical?
12. What are you looking for in a good student?
13. How many papers a year do you publish?
14. How do you determine what warrants publication and how many names will appear on it?
15. How long before I can expect my first paper?
16. How is the group run? Group meetings? When?
17. Would I be mentoring undergraduates? How is this determined?
18. Where are your former students?
19. Do they need to post doc to get a nonacademic job?
20. What is the policy on vacation days for students in your research group?

ORAL PRELIMINARY EXAMINATION and M.S. PLAN B DEFENSE
COMMITTEE FORMS

University of Minnesota Department of Chemistry and Chemical Physics Graduate Program

DATE: _____

STUDENT NAME: _____ ID #: _____

ADVISOR NAME: _____

The members of your Oral preliminary exam Committee will include all members of your Written Preliminary Exam Committee, plus one additional committee member with a Graduate Faculty appointment from outside the Chemistry or the Chemical Physics Graduate Programs.

The non-departmental member of my oral preliminary exam and M.S. Plan B committee will be:

Name: _____ Department: _____

REQUIRED SIGNATURES:

NON-DEPARTMENTAL FACULTY: _____
signature of non-departmental faculty member

ADVISOR APPROVAL: _____
signature of advisor(s)

STUDENT SIGNATURE: _____
signature of student

Notes:

a) Return this form to 115 Smith along with the completed Graduate Degree Program Form, which must also be signed by your advisor(s).

**M.S. FINAL DEFENSE COMMITTEE FORM Department of
Chemistry and Chemical Physics Graduate Program University of
Minnesota**

DATE: _____

STUDENT NAME: _____

ID: _____

ADVISOR: _____

M.S. Plan A or M.S. Plan B? _____

The chair may be, but need not be, the advisor. This form must be signed by all committee members to indicate their willingness to serve as indicated.

1) Do not submit this form for M.S. Plan B defenses held at the same time as the oral preliminary examination, only the *Oral preliminary examination and M.S. Plan B Defense Committee Form* is required.

2) For M.S. final defenses (Plan A or Plan B) that are held independent of any preliminary exam, a total of three committee members are required (2 from your graduate program, 1 from outside your graduate program)

PROPOSED M.S. FINAL DEFENSE COMMITTEE:

Program faculty members: _____ (Advisor)

External faculty member: _____ (Name)

_____ (Dept.)

Chair (one of above): _____

SIGNATURES OF ALL MEMBERS: _____

STUDENT SIGNATURE: _____

