**Checklist for Student Progress**

EEB Graduate Program, Department of Biology, Indiana University

*Updated August 2022 by Spencer Hall, EEB Graduate Program Director (GPD), sprhall@iu.edu*

***Instructions:*** *Please fill out, update as needed, and (re)save in your Sharepoint folder*

**(A) General Information**

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| --- | --- |
| Name:  | Start Date: |
| Advisor: |
| Committee Members (and departments1): |
| Minor: | Minor Advisor and Department2: |

*1 At least two committee members must be EEB Graduate faculty, four must be IU faculty, but non-IU faculty are welcome as a fifth; 2 Each minor must have a minor advisor ensuring that requirements are met (since EEB does not manage these).*

**(B) Course Work Checklist**

*EEB requires a 20 credit major, a 6+ credit minor, and a 3 credit statistics 'toolkit' course.*

*The* ***major*** *requires (1) two courses in one area of concentration, AoC1 (see Box 2 of EEB Program Guide), (2) one class in another area of concentration (AoC2), and (3) two semesters of L570 'Brown Bag'. Additionally, (4) no more than 6 credits total can come from L500, L501, or Z620 journal clubs (and not more than 4 credits form one of those). Students just have approval of Advisory Committee for L500 and L501 credits after filling out the form. Students must maintain a 3.2 GPA to receive Biology support and a 3.0 GPA to meet UGS standards*

*EEB Major - 20 credits*

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| --- | --- |
| What is your AoC1? |  What is your AoC2? |

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| --- | --- | --- | --- | --- | --- | --- |
| **Category** | **Course** | **Title** | **Instructor** | **Sem/Yr1** | **Cred.** | **T?2** |
| Area of Conc. 1 (#1) |  |  |  |  |  |  |
| Area of Conc. 1 (#2) |  |  |  |  |  |  |
| Area of Conc. 2 |  |  |  |  |  |  |
| Semester 1 of L570 | L570 | Brown Bag |  |  | 1 |  |
| Semester 2 of L570 | L570 | Brown Bag |  |  | 1 |  |
| Other courses |  |  |  |  |  |  |
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1 Enter the semester and year of this course (e.g., 'F16'); 2 Indicate "Y" if this credit is transferred from a MS degree at IU or elsewhere.

*Outside minor: 6-12 credits*

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| --- | --- | --- | --- | --- | --- |
| **Course** | **Title** | **Instructor** | **Sem/Yr1** | **Credits** | **T?2** |
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1 Enter the semester and year of this course; 2 Indicate "Y" if this credit is transferred from a MS degree.

*Statistics 'Toolkit' Course (3 credits)*

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| --- | --- | --- | --- | --- | --- |
| **Course** | **Title** | **Instructor** | **Sem/Yr1** | **Credits** | **T?2** |
|  |  |  |  |  |  |

**(C) Committee (Advisory and Research) meetings**

*Each EEB student is required to hold an annual committee meeting and a "penultimate" meeting held c. 6 months before the defense date. Annual committee meetings are required to maintain in 'good standing' with the EEB Graduate Program. Advisors must fill out the* [*Committee meeting form*](https://biology.indiana.edu/documents/grad-student-documents/eeb/eeb-form-committee-meetings.docx) *and save it in the student's Box folder.*

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| --- | --- | --- | --- |
| **Meeting** | **Date** | **Members present1** | **Outcome** |
| First year  |  |  |  |
| 2nd year (Qualif. #1, Breadth of Knowledge)2 |  |  |  |
| 3rd year (Qualif. #2. Research Skills)3 |  |  |  |
| 4th year |  |  |  |
| 5th year |  |  |  |
| 6th year (if needed) |  |  |  |

|  |  |  |  |
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| Penultimate meeting4 |  |  |  |
| Dissertation defense5 |  |  |  |

*1At least three of the four or five committee members are required to achieve quorum; 2The second year meeting typically is the 'Qualifying Exam part 1: Breadth of Knowledge', which must be passed by the 13th week of the 4th semester (see* [*faq*](https://biology.indiana.edu/documents/grad-student-documents/eeb/eeb-faq-prelim_part1.pdf)*); 3The third year meeting is typically the 'Qualifying Exam part 2: Research Skills' which must be passed by the end of the 6th semester (see* [*faq*](https://biology.indiana.edu/documents/grad-student-documents/eeb/eeb-faq-prelim_part2.pdf)*).* 4*This meeting can be held within a 4-8 month window pre-defense.* *Any deviations from these schedules must be approved by the EEB GPD. 5Dissertations must be submitted to committee members at least two weeks prior to the defense (see* [*faq*](https://biology.indiana.edu/documents/grad-student-documents/eeb/eeb-faq-finishing-up.pdf)*)*

**(D) Brown Bag Presentation**
*Each EEB student is required to deliver at least one talk in EEB's L570 'Brown Bag' class. Two or more talks at EEB are encouraged.*

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| --- | --- | --- | --- |
| **EEB Brown Bag Talk** | **Date** | **Sem/Yr** | **Instructor** |
| Presentation #1 (required) |  |  |  |
| Presentation #2 (encouraged) |  |  |  |

**(E) Service as Associate Instructor**

*Each student must serve as an Associate Instructor (AI) at least once during their tenure as an EEB student, pre- or during candidacy. Record the first semester of the AIship here.*

|  |  |  |
| --- | --- | --- |
| Sem/Year: | Course #: | Year of Study: |
| Lead Instructor:  | Name of course: |
| Role as AI: |

**(F) Miscellany**

Keep in mind the timing of the following forms which must be filled out. For UGS forms, go to one.iu.edu, and type in the name of the form (in quotes’)

1. Nomination of College's Advisory Committee Form (College grad student [portal](https://college.indiana.edu/student-portal/graduate-students/academic-procedures/index.html), where forms exist for ‘Appointment of advisory committee’ and ‘Change of advisory committee’)

2. Submission of UGS's Nomination of Candidacy form: Once all coursework is completed and both Qualifying Exams are passed (via one.iu.edu: ‘nomination to candidacy for the PhD degree application’).

3. Submission of UGS's Nomination of Research Committee (NOR) form: Typically completed with Nomination of Candidacy form, but no later than Spring Semester of the fourth year. (one.iu.edu: ‘Ph.D. Nomination of Research Committee’).

4. Any changes to Research Committee Membership must be made via one.iu.edu: ‘PhD Research Committee Change’ form.

5. Submission of UGS's PhD Defense Announcement - due to the Graduate School 30 days prior the defense, signed off on by all committee members. Submit to committee 40 days before defense (via one.iu.edu: ‘Ph.D. Defense Announcement’