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Microbiology Class of 2017  
Orientation  
August 11<sup>th</sup>, 8:30 am  
216 Biological Sciences Building

#### AGENDA Individual

- 8:20 am      New Micro Pictures Photoshoot
- 8:30 am      Welcome/Information (Zack Lewis), Graduate Coordinator)
- 8:50 am      Introduction to Microbiology Graduate Student Association  
(MGSA president Lauren Essler
- 9:00          Introduction to Faculty talks
- 9:05- Silvia Moreno  
                 9:18- Vincent Starai  
                 9:31- Eric Stabb  
                 9:44- Stephen Trent  
                 9:56- Diana Downs
- 10:10-10:40    BREAK- coffee, juice and bagels in courtyard (weather permitting)
- 10:40          Session II talks
- 10:45- Zhe Lyu (representative of the Whitman lab)  
                 10:58-Mike Adams  
                 11:11- Jordan Russell (representative of the Westpheling lab)  
                 11:24- Christine Szymanski  
                 11:37-Ellen Neidle
- 11:50-1:30    Lunch/Student panel (MGSA)
- 1:30-    Group trip to Tate Center for UGA ID cards.
- 2:30- ~6 pm-Departmental Welcome Picnic, Sandy Springs Park

# *Class of 2017*

## *Contact Information*

Kathryn Bellissimo	631.553.2439	<a href="mailto:kab42447@uga.edu">kab42447@uga.edu</a>
Helen Dukes	989.708.4327	<a href="mailto:hd55218@uga.edu">hd55218@uga.edu</a>
Kenton Hipsher	317.646.3868	<a href="mailto:kh2reu15@uga.edu">kh2reu15@uga.edu</a>
Jianfang Lin	816.666.2918	<a href="mailto:jl35939@uga.edu">jl35939@uga.edu</a>
Yumeng Fan	979.676.7140	<a href="mailto:yf20960@uga.edu">yf20960@uga.edu</a>
Doreen Ngyuen	803.447.4982	<a href="mailto:dn37276@uga.edu">dn37276@uga.edu</a>

***Microbiology Graduate Student  
Association (MGSA)***

**MGSA Officers 2017-2018**

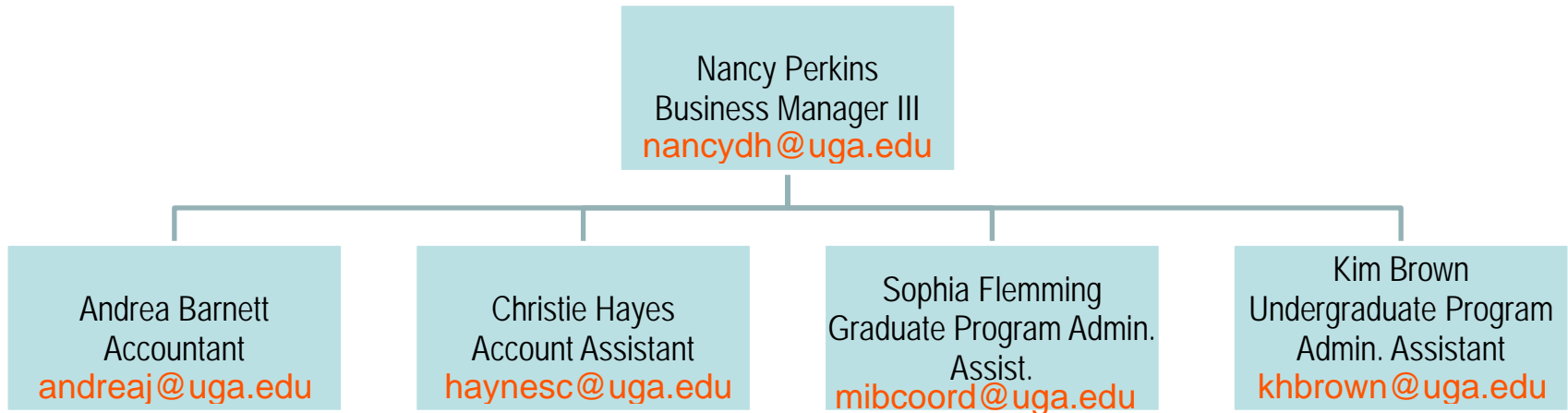
<b>Office</b>	<b>Officer</b>	<b>Email Address</b>
<b>President</b>	<b>Lauren Essler</b>	<i>lauren.essler25@uga.edu</i>
<b>Treasurer</b>	<b>Aileen Ferraro</b>	<i>aileen.ferraro25@uga.edu</i>
<b>Faculty Liaison</b>	<b>Kathernine Gibson</b>	<i>katherine.haney25@uga.edu</i>
<b>Recruitment Chair</b>	<b>Abigail Courtney</b>	<i>abigail.courtney@uga.edu</i>
<b>Recruitment Chair</b>	<b>Taiwo Akinyemi</b>	<i>taiwo.akinyemi25@uga.edu</i>
<b>Event Social Chair</b>	<b>Jennifer Kurasz</b>	<i>jennifer.kurasz25@uga.edu</i>

# ***Microbiology Department Personnel***

**2017-2018**

<b>Position</b>	<b>Name</b>	<b>Phone</b>	<b>email</b>
Graduate Coordinator	Zack Lewis	706.542.1429	<a href="mailto:zlewis@uga.edu">zlewis@uga.edu</a>
Graduate Program Assistant	Sophia Flemming	706-542-1434	<a href="mailto:mibcoord@uga.edu">mibcoord@uga.edu</a>
Department Head	Tim Hoover	706-542-2675	<a href="mailto:trhoover@uga.edu">trhoover@uga.edu</a>
Dept. Administrator and Office Manager	Nancy Perkins	706-542-2677	<a href="mailto:nancydh@uga.edu">nancydh@uga.edu</a>
Personnel Administrator	Andrea Barnett	706-542-2954	<a href="mailto:andrea@uga.edu">andrea@uga.edu</a>

# Microbiology Office Staff



***Who do you see if you have a question about ....***

**Travel – Christie**  
**Purchase Orders – Christie**  
**Reimbursements - Christie**  
**Payroll or Pay Checks – Andrea or Nancy**  
**Mailing Packages or Campus Mail – Kim or Sophia**  
**Graduate School Forms – Sophia**  
**Mailboxes – Kim or Sophia**  
**Making Copies – Kim or Sophia**  
**Laser Pointers – Andrea**  
**Scheduling the Conference Room – Sophia**  
**Registration – Nancy**  
**Permission of Department – Nancy**  
**Work Orders – Nancy**  
**Student Fees – Nancy**  
**Key Checkout-Andrea**

**Not on this list? See Sophia!**

# *Registration I*

Registration **must be completed before classes start**. You should have received a list of the courses that you need to take this Fall (see next page).

We will help you register if you haven't already.

In the future you will register yourself.

**Information regarding registration (or links to this info)** is under the Registration and Enrollment link in the Graduate Handbook on our department website. For dates specific to each semester, follow the link to Academic Calendar(s) or the Registrar's site (or bookmark them).

You register through **ATHENA** and when you have set up your schedule you will go to your student account and select Payroll Deduction to set up to have your fees deducted in 3 installments from your paychecks.

**NOTE:** in the Summer you have to pay fees when you register instead of the payroll deduction. Save up for this!

## **Registration II**

You should register for at least 15 credits spring and fall semesters, and 12 credits over the summer. This information and more that will be useful down the road is posted in the online Graduate Handbook at:

<http://mib.uga.edu/registration-enrollment>

For now we'll keep it simple, the majority of students will register for the same schedule, as follows. For each course you will need call numbers to register. Below are call numbers for the courses you will take this fall. These call numbers are five-digit numbers and are presented as #####. The call number is the first set of numbers before the course prefix and number (MIBO 0000). After the course prefix and its number is how many credits the course is worth. After the credits, you have the course's descriptions, and the instructors. Some courses will have brief specific instructions in how you should register for them.

*PLEASE MAKE EVERY EFFOR TO PLAN YOUR SCHEDULES THIS YEAR AND IN COMING YEARS TO ALLOW FOR ATTENDANCE AT STUDENT SEMINARS TUESDAY AT 11am AND DEPARTMENTAL SEMINARS THURS AT 11 am (see schedule following page).*

***ATTENDING SEMINARS IS AN IMPORTANT COMPONENT OF YOUR GRADUATE EDUCATION AND PROFESSIONAL PREPARATION!***

Register for the following courses:

25040 **MIBO 8610** (3 credits) Prokaryotic Physiology & Diversity (Escalante, Maier, Whitman)

25037 **MIBO 8150** (1 credit) Seminar in Diversity of Microbial Research (Summers)

19916 **GRSC 7770** (3 credits) Graduate Seminar (Walker)

25042 **MIBO 8900\*** (6 credits) Research Techniques in Microbiology (Downs) Credits will vary from 1-6. *Please sign up for 6 credit hours.*

36748 **MIBO 9000\*** (1credit) Doctoral Research (Lewis) *Please sign up for 1 credit hours.*

\*Sign up under Lewis as instructor (i.e. use the 36748 call number).

**IF YOU HAVE DIFFICULTIES QUESTIONS OR PROBLEMS:** If you have questions about registration with ATHENA, contact Sophia Flemming [mibcoord@uga.edu](mailto:mibcoord@uga.edu) or call her at: 706-542-1434.



# *First Year (things to remember)*

## **(ALSO FOUND IN SECTION IV)**

1. Email is an official means of communication with incoming students as well as students already in the program. You should monitor your email for important notices. Official notices will be sent to your UGA email account.
2. Before arriving, you should have received information about orientation activities, **rotations**, **registration**, and paperwork that must be completed before matriculation in the fall. These notices will be sent by email. Address any questions to the **Graduate Program Assistant** (Sophia Muriel Flemming/mibcoord@uga.edu/706.542.1434) or the Graduate Program Coordinator (**Zack Lewis/zlewis@uga.edu/706.542.1429**).
3. Information from the Graduate School for incoming students is available at: <http://grad.uga.edu/index.php/calendar/graduate-school-orientation/>
4. Incoming students must perform multiple online training modules to satisfy UGA (and in some cases funding agency) requirements for working in laboratories at UGA. As of 2013, this includes mandatory CITI ethics training and workplace safety training. More information will be provided via email, or in MIBO8150 or GRSC7770, both of which are typically taken in fall of the first year.
5. With few exceptions, all students will conduct laboratory **rotations** during fall semester and officially declare an advisor before the end of the calendar year. A schedule for rotations is found in **Section III**, and is posted on the departmental website under Current students > Graduate Students > Rotations or <https://mibo.franklin.uga.edu/rotations-2017>.
6. Register for courses, help will be given if needed at orientaiton. See the section of this handbook on **registration** (<http://mib.uga.edu/registration-enrollment>). From this point in graduate school onward, students are responsible for registering themselves on time each semester (fall, spring, and summer). Be aware of deadlines, and be sure to get advisement or

course specific permissions on time to register. Review the **Departmental Requirements** (mib.uga.edu/program-requirements) and **typical program of study** (mib.uga.edu/typical-program-study) to ensure that you stay on track and register for appropriate courses each semester.

7. Read and familiarize yourself with the contents of this web-based graduate handbook.

<https://mibo.franklin.uga.edu/graduate-program-handbook>

8. By summer of the first year students should choose a **committee** (<http://mib.uga.edu/committees>) and submit the appropriate committee form to the Graduate Program Assistant. The composition of the committee should be discussed with the student's advisor, who is also a committee member.

9. Toward the end of the First Year, students should start working on a prospectus and should discuss a program of study with their advisor. These will be due in the **Second Year** (<http://mib.uga.edu/second-year>).

**PLEASE NOTE THAT WE ARE CONTINUALLY EVALUATING AND UPDATING THE WEBSITE AND HANDBOOK TO MAKE IT MORE USER FRIENDLY. WE WELCOME COMMENTS ON ANY PARTS YOU FEEL ARE CONFUSING AND/OR MISLEADING.**

# Academic Calendar for 2017 – 2018

## Fall Semester 2017

*This calendar was amended by University Council, September 21, 2016*

Based on 50 minute classes (MWF), 75 minute classes (TTH), 15 weeks of classes  
+ Exams

Orientation	<del>Aug. 7</del> Aug. 9	<del>Monday</del> Wednesday
Advisement	<del>Aug. 8</del> Aug. 10	<del>Tuesday</del> Thursday
Registration	<del>Aug. 9</del> Aug. 11	<del>Wednesday</del> Friday
Classes Begin	<del>Aug. 10</del> Aug. 14	<del>Thursday</del> Monday
Drop/Add for undergraduate and graduate level courses	<del>Aug. 10 – 16</del> Aug. 14 – 18	<del>Thursday – Wednesday</del> Monday - Friday
Holiday: Labor Day – No Classes	Sept. 4	Monday
Midterm	<del>Oct. 3</del> Oct. 5	<del>Tuesday</del> Thursday
Withdrawal Deadline	<del>Oct. 17</del> Oct. 19	<del>Tuesday</del> Thursday
Fall Break	Oct. 27	Friday
Last Day of Classes Prior to Thanksgiving Break	Nov. 17	Friday
Holidays: Thanksgiving	Nov. 20 – 24	Monday - Friday
Classes Resume	Nov. 27	Monday
Friday Class taught on Tuesday	Dec. 5	Tuesday

Classes End	<del>Dec. 4</del> Dec. 5	<del>Monday</del> Tuesday
Reading Day	<del>Dec. 5</del> Dec. 6	<del>Tuesday</del> Wednesday
Final Exams	<del>Dec. 6 – 12</del> Dec. 7 – 13	<del>Wednesday –</del> Tuesday Thursday – Wednesday
Commencement	Dec. 15	Friday
Grades Due	Dec. 18, 5 PM	Monday, 5 PM

### Spring Semester 2018

Based on 50 minutes classes (MWF), 75 minutes classes (TTH), 15 weeks of classes + Exams

Orientation/Advisement	<del>Jan. 2</del> Jan. 3. <i>*Confirmed</i>	<del>Tuesday</del> Wednesday
Registration	Jan. 3	Wednesday
Classes Begin	Jan. 4	Thursday
Drop/Add for undergraduate and graduate level courses	Jan 4 - 10	Thursday - Friday; Monday - Wednesday
Holiday: Martin Luther King Jr. Day	Jan. 15	Monday
Midterm	Feb. 26	Monday
Last Day of Classes Prior to Spring Break	March 9	Friday
Spring Break	March 12 – 16	Monday – Friday
Classes Resume	March 19	Monday
Withdrawal Deadline	March 19	Monday

Classes End	April 25	Wednesday
Reading Day	April 26	Thursday
Final Exams	April 27; April 30 - May 3	Friday; Monday - Thursday
Commencement	May 4	Friday
Grades Due	May 7, 5 PM	Monday, 5 PM

### Summer 2018

#### May Session, Based on 150 minutes daily, 15 days of classes

Registration	May 8	Tuesday
Classes Begin	May 9	Wednesday
Drop/Add	May 9 – 10	Wednesday - Thursday
Midterm	May 18	Friday
Withdrawal Deadline	May 18	Friday
Holiday: Memorial Day	May 28	Monday
Classes End	May 30	Wednesday
Final Exams	May 31	Thursday
Grades Due	June 4, 5 PM	Monday, 5 PM

#### Extended Summer Session: Based on 205 minutes per week for 11 weeks (2250 minutes for a 3 hour course).

Registration	May 8	Tuesday
Classes Begin	May 9	Wednesday
Drop/Add for undergraduate and graduate level courses	May 9 - 11; May 14 - 15	Wednesday – Friday; Monday - Tuesday

Holiday: Memorial Day	May 28	Monday
Midterm	June 18	Monday
Withdrawal Deadline	June 18	Monday
Holiday: 4th of July	July 4	Wednesday
Classes End	July 27	Friday
Final Exams	July 30 & 31	Monday & Tuesday
Grades Due	Aug. 6, 5 PM	Monday, 5 PM

**Thru Term: Based on 60 minutes daily, 38 days of class**

Orientation	June 1	Friday
Advisement/Registration	June 4	Monday
Classes Begin	June 5	Tuesday
Drop/Add	June 5 - 11	Tuesday - Monday
Holiday: 4th of July	July 4	Wednesday
Midterm	June 29	Friday
Withdrawal Deadline	June 29	Friday
Classes End	July 27	Friday
Final Exams	July 30 & 31	Monday & Tuesday
Grades Due	Aug. 6, 5 PM	Monday, 5 PM

**Short Session I: Based on 120 minutes daily, 19 days of classes**

Orientation	June 1	Friday
Advisement/Registration	June 4	Monday
Classes Begin	June 5	Tuesday
Drop/Add	June 5 – 6	Tuesday - Wednesday
Midterm	June 18	Monday
Withdrawal Deadline	June 18	Monday
Classes End	June 29	Friday
Holiday: 4th of July	July 4	Wednesday
Final Exams	July 2	Monday
Grades Due	July 9, 5 PM	Monday, 5 PM

**Short Session II: Based on 120 minutes daily, 19 days of classes**

Orientation/Advisement/Registration	July 2	Monday
Classes Begin	July 3	Tuesday
Drop/Add	July 3 - 5	Tuesday - Thursday
Holiday: 4th of July	July 4	Wednesday
Midterm	July 17	Tuesday
Withdrawal Deadline	July 17	Tuesday
Classes End	July 30	Monday
Final Exams	July 31	Tuesday

Grades Due	Aug. 6, 5 PM	Monday, 5 PM
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## Microbiology Department Seminar Program – Fall 2017

Date	Speaker	Institution	Email / Website	Host
Aug 24	David Garfinkel	UGA	<a href="mailto:djgarf@uga.edu">djgarf@uga.edu</a> <a href="http://www.bmb.uga.edu/labs/garfinkel">http://www.bmb.uga.edu/labs/garfinkel</a>	Hoover
Aug 31	Brian Hammer	Ga Tech	<a href="mailto:bhammer@gatech.edu">bhammer@gatech.edu</a> <a href="http://www.hammerlab.biology.gatech.edu/">http://www.hammerlab.biology.gatech.edu/</a>	Karls
Sept 7	David Popham	Virginia Tech	<a href="mailto:dpopham@vt.edu">dpopham@vt.edu</a> <a href="http://www.biol.vt.edu/faculty/popham/">http://www.biol.vt.edu/faculty/popham/</a>	Stabb
Sept 14	Wali Karzai	Stony Brook	<a href="mailto:Wali.Karzai@stonybrook.edu">Wali.Karzai@stonybrook.edu</a> <a href="http://www.stonybrook.edu/commcms/biochem/research/faculty/karzai/">http://www.stonybrook.edu/commcms/biochem/research/faculty/karzai/</a>	Karls
Sept 21	Tim Hoover	UGA	<a href="mailto:trhoover@uga.edu">trhoover@uga.edu</a> <a href="https://mibo.franklin.uga.edu/directory/timothy-hoover">https://mibo.franklin.uga.edu/directory/timothy-hoover</a>	Neidle
Sept 28	Sidney Kushner	UGA	<a href="mailto:kushner@uga.edu">kushner@uga.edu</a> <a href="http://www.genetics.uga.edu/people_bio_Kushner.html">http://www.genetics.uga.edu/people_bio_Kushner.html</a>	Karls
Oct 5	Andrew Neish	Emory	<a href="mailto:aneish@emory.edu">aneish@emory.edu</a> <a href="http://pathology.emory.edu/AdminFacultyMember.cfm?Name_seq=244">http://pathology.emory.edu/AdminFacultyMember.cfm?Name_seq=244</a>	Krause
Oct 12	Christine Dunham	Emory	<a href="mailto:Christine.m.dunham@emory.edu">Christine.m.dunham@emory.edu</a> <a href="http://www.biochem.emory.edu/dunham/">http://www.biochem.emory.edu/dunham/</a>	Karls
Oct 19	Clay Fuqua	Indiana	<a href="mailto:cfuqua@indiana.edu">cfuqua@indiana.edu</a> <a href="https://biology.indiana.edu/about/faculty/fuqua-clay.html">https://biology.indiana.edu/about/faculty/fuqua-clay.html</a>	Krause
Nov 2	Sandra Wolin	NIH	<a href="mailto:sandra.wolin@nih.gov">sandra.wolin@nih.gov</a> <a href="https://ccr.cancer.gov/RNA-Biology-Laboratory/sandra-l-wolin">https://ccr.cancer.gov/RNA-Biology-Laboratory/sandra-l-wolin</a>	Karls
Nov 9	Tim Hollibaugh	UGA	<a href="mailto:aquadoc@uga.edu">aquadoc@uga.edu</a> <a href="http://www.marsci.uga.edu/directory/james-t-hollibaugh">http://www.marsci.uga.edu/directory/james-t-hollibaugh</a>	Krause
Nov 16	James Posey	CDC	<a href="mailto:hzp9@cdc.gov">hzp9@cdc.gov</a> <a href="https://www.cdc.gov/tb/">https://www.cdc.gov/tb/</a>	MGSA Alumni Series
Nov 30	Jo Handelsman	UW-Madison	<a href="mailto:jabenson3@wisc.edu">jabenson3@wisc.edu</a> - pls contact John Benson, assistant <a href="https://wid.wisc.edu/research/sysbio/labs/handelsman-lab/">https://wid.wisc.edu/research/sysbio/labs/handelsman-lab/</a>	MGSA

# *Right to Know*

## *CITI Ethics Training Online Course*

### **Right to Know**

All students must complete the “Right to Know” safety training. You will need to print out your “Right to Know” certificate and give it to Sophia Flemming (Sophia’s office is in the Microbiology department, Room #527). Sophia will keep the original copies and give you another copy so you can carry your “Right to Know” certificate around while you are doing your lab rotations. When you choose your home lab (your permanent lab that you will conduct research for your degree in for the next five or six years), come by Sophia’s office and pick up the original “Right to Know” certificate and make sure whoever is in charge of the “Right to Know” compliance notebook in your lab places your certificate in this notebook because this must be in the lab for compliance...and when you are doing lab rotations, it must be on you when you have it. Please access this link: <https://esd.uga.edu/right-know> to follow any additional links (if necessary) and to complete the “Right to Know” training to gain your certificate.

### **CITI Ethics Training Online Course**

You are **REQUIRED** to take the CITI Ethics Training Online Course ASAP (details below). This is a departmental (and in some cases NSF) requirement that could affect your payroll.

You must **complete this online course by the first week of classes**. It will take you about 3 hours. It does not need to be completed at a single sitting, i.e. you can log out and then log in later to complete sections of the course.

- The link to information regarding RCR (Responsible Conduct in Research) training can be found here: <https://research.uga.edu/compliance-training/rcr/>

# ***MIBO Mail, Keys, UGA Cards***

## **MICROBIOLOGY DEPARTMENTAL MAILBOXES**

Mailboxes are in the main office (527 Biol. Sci Bldg). There will be one mailbox for first year students during rotations. After joining a lab, you will use the lab mailbox. Note, faculty members have different mailboxes and their mail will not be in the “lab” boxes. Please minimize the personal mail that is sent to your UGA address.

## **LAB KEYS**

If you are rotating in Microbiology lab, you will get a key from Andrea Barnett in the Microbiology office. If you decide to choose a Microbiology lab as your home lab, you will get whatever appropriate key for that lab from Andrea as well.

If you are rotating in an adjunct’s lab, you will need to get a key from their department’s personnel—whoever is in charge of giving keys.

## **UGA CARDS**

MGSA officers will take you to get your UGA cards made. As suggested in a prior email, **please get a proxy chip for your card so you can have access to other labs you may rotate in during your first semester.**

Once you get your UGA card, please give your card number to Nancy (You can email her at: [nancydh@uga.edu](mailto:nancydh@uga.edu)). Once Nancy puts you in the system, you will use your UGA card as your key to access the Biological Sciences Bldg. and the computer lab, in Room #217.

Your UGA card can also be used to ride the Athens transit buses for free and get free newspapers from the newspaper dispensers around campus. In the UGA bookstore, if you show your ID, you get 10% off of any items in the store.

# *Rotation Schedule & Information*

## Fall 2016 Rotation Schedule

	Deadline for notifying office of confirmed host	Start	End
<b>Rotation 1</b>	Monday, July 3rd	Mon, Aug 14th	Fri, Sept 22nd
<b>Rotation 2</b>	Friday, Sept 8th	Mon, Sept 25th	Fri, Nov 3rd
<b>Rotation 3</b>	Wed, Nov 1st	Mon, Nov 6th	Mon, Dec 18th
<b>Join Lab</b>	Mon, Dec 11th-15th	Mon, Dec 18th	-

### **Please read the following items regarding rotations:**

- It is expected that students will conduct three rotations.
- Students conducting summer rotations may join a lab after only two additional fall rotations.
- Additional rotations in the spring semester are possible, if needed. Discuss this possibility with the graduate coordinator as soon as it becomes clear you will need an additional rotation to find a laboratory home.
- Students must confirm that faculty are willing to host specific rotations by the appropriate deadlines (see table above)
- Students should notify both Sophia Flemming ([mibcoord@uga.edu](mailto:mibcoord@uga.edu)) and Andrea Barnett ([andreaaj@uga.edu](mailto:andreaaj@uga.edu)) of their upcoming rotation choice by email..
- Rotators should remind their faculty hosts when the rotation end date is approaching and plan a meeting with PI before leaving.

### **Work schedules and expectations:**

Each rotation period is ~6 weeks long during fall semester. Before beginning your rotation, clarify expectations with the PI. *As graduate students, it is important to recognize that your schedule, and hours in the lab extend well beyond the classroom schedule and typical work week.* This includes the expectation of many advisors that you are spending evening and weekend time on your research and/or coursework. Clarify these expectations with each advisor before your rotation begins. Faculty are encouraged to make accommodations for religious holidays in particular, and they may be flexible with regard to other time off, but that should not be assumed. In the event of illness or injury that results in absence from work, it is the graduate assistant's responsibility to contact their advisor or rotation host as soon as possible.

**Students should always confer with their advisor or current rotation host when considering time off, and to clarify expectations.**

***Microbiology Department  
Graduate Student Pay Dates:***

**2017-2018**

<b>Month</b>	<b>Academic</b>	<b>Monthly</b>
August	August 31, 2017	August 31, 2017
September	September 29, 2017	September 29, 2017
October	October 31, 2017	October 31, 2017
November	November 30, 2017	November 30, 2017
December	December 15, 2017	December 21, 2017
January	January 31, 2018	January 31, 2018
February	February 28, 2018	February 28, 2018
March	March 30, 2018	March 30, 2018
April	April 30, 2018	April 30, 2018
May	May 4, 2018	May 31, 2018
June	June 2018 (Summer) TBA	June 29, 2018

**\*\*\*\*Please see your schedule in your handbook to see if you are pay monthly or academically.**

# ***Computer Policy***

## ***Microbiology Department & UGA***

Only UGA owned computers can be assigned an IP number and be on the wireless network.

All non-UGA owned computers will use the PAWS wireless network. To find out more information about the PAWS wireless network, [http://eits.uga.edu/network\\_and\\_phones/wireless](http://eits.uga.edu/network_and_phones/wireless). Please access the link and read carefully. You can connect your smartphones, Android phones, etc. to the wireless network, and this link should be able to tell you how.

If there is not a desktop computer in the research lab, graduate students can request a computer (if there a desktop is available).

To be able to log into to the UGA network with a departmental computer, your MyID has to be registered with Franklin IT (FOIT). You can contact Franklin College IT department at this email address and phone number: [helpdesk@franklin.uga.edu](mailto:helpdesk@franklin.uga.edu) and 706-542-9900

Printing in the research labs is available on personal and departmental computers. Printers need to be set up by Franklin IT department on the computers you are using before you able to print. Again, you can contact Franklin IT by the email or phone in the above point.

If you have any technical issues with your computer, etc., please put in a ticket. Usually, the Biological Sciences ITs will quickly respond to your inquiry. Access this link: <https://www.franklin.uga.edu/saimiri/login.php> and login with your MyID and password. From there, you will be able to submit a ticket with your concerns or questions.

**University of Georgia**  
**Mandatory Fees for Fiscal Year 2017-2018**  
**per semester**  
(Fall 2017 & Spring 2018)

	<b>CAMPUS</b>			
	Athens **	Gwinnett	Griffin	Tifton
Activity	78	45	45	50
Athletic	53	0	0	0
Connect UGA Fee	30	30	30	30
Green Fee	3	3	3	3
Health	199	0	0	63
Recreation	15	0	0	0
Special Institutional Fee*	450	450	450	450
Student Center - Facility	75	0	0	0
Technology	114	114	114	114
Transportation	116	0	0	0
Total	1,133	642	642	710

\*Special Institutional Fee shall be reduced by 50 percent for all students taking less than 5 credit hours.

\*\* Includes programs meeting in Buckhead location.

### Other Fees

Course Lab/Supply Fees      Check your courses on the schedule of classes or your Student Account for any course lab or supply fees.

Mandatory Health Insurance      International graduate students will be assessed a mandatory health insurance fee.

Program Fees      Certain programs such as the PHARMD program or students participating in Study Abroad will have a program fee.

For information on housing please visit their website at <http://housing.uga.edu/> .

For information on food services please visit their website at <http://www.uga.edu/foodservice/>

University of Georgia Fee Policy [http://www.busfin.uga.edu/bursar/tuition\\_mandatory\\_fee\\_policy.pdf](http://www.busfin.uga.edu/bursar/tuition_mandatory_fee_policy.pdf)



## Mandatory Fee Descriptions and Purposes

### What services are provided by the Student Activity/Athletic/Health/Facilities/Recreation and the Technology and Transportation fees?

Services provided are:

- **Activity:** Provides free or reduced price admission to programs provided by the Department of Student Activities such as concerts, lectures, movies and other academically related student clubs and organizations. For more information, contact the Department of Student Activities at 706.542.7774
- **Athletic Fee:** Provides free or reduced price admission to UGA athletic events. For more information contact the Athletic Office at 706.542.1231.
- **ConnectUGA Fee:** This fee provides ongoing support for the next-generation student system. This system is a modern, web-based student information system that supports and enhances student administrative functions such as admissions, registration, financial aid, student accounts, academic records and more.
- **Facilities fee:** Currently this fee covers basic user fees and financial obligations of the Ramsey Student Center and the financial obligation of the Tate Center expansion. For questions regarding the Ramsey Student Center call 706.542.5060. For questions regarding the Tate Center expansion call 706.542.7444.
- **Green Fee:** Helps to fund UGA's Office of Sustainability and its role in both coordinating existing programs that reduce the University's environmental impact on each of its campuses as well as establishing new or more comprehensive programs with the same objective. The Green Fee also will support student internships in the Office of Sustainability, student research/service grants, and environmental education initiatives. For more information, contact the Office of Sustainability at 706.542.1301.
- **Health Fee:** Entitles access to a wide range of health care services and programs provided by the University Health Service. The fee supports the health care facility and staff.
- **Recreation Fee:** This fee provides revenue to assist in the operations of the Recreational Sports Department, including intramural sports activities. For more information, contact the Department of Recreation Sports at 706.542.5060.
- **Technology Fee:** Helps to fund new computer labs, replacement of machines in existing labs, classroom upgrades and classroom AV equipment, advanced hardware and software for instruction, technology-based course development, student technical support and training, extended hours for computer labs, special technology services for students, and other technological advances of direct benefit to students. For a complete listing of the technology fee allocations at UGA, visit <http://www.isd.uga.edu/>
- **Transportation Fee:** Supports the Campus Transit System and entitles students to ride Athens Transit System buses at no charge.

### What is the Special Institutional Fee?

This is a general purpose fee charged system-wide by the University System Board of Regents at all “teaching” institutions. This fee was established in 2009 (BOR Minutes, June 2009) to ensure continued academic excellence during times of reductions in State funding.

Institutional fees at each University System institution differ depending on the institution’s classification and every University System institution is required to charge the institutional fee. To be more specific, the four research institutions (UGA, Georgia Institute of Technology, Georgia State University, and Georgia Regents University) all assess an institutional fee of at least \$450. Students enrolled less than 1/2 time are assessed one-half of the institutional fee.

The institutional fee was introduced during a time of serious economic downturn accompanied by state budget cuts. This fee was designed to create revenues to offset the state budget reductions and was determined to be absolutely essential by the University System Board of Regents. While this fee was implemented for these reasons, no timetable has been announced as to when this fee will conclude. The revenues from this fee are still essential to offset significantly reduced state funding and to maintain academic excellence for students.

### **What is the Authorized Use of the Special Institutional Fee?**

Institutional fees are available to support any level of operations that would be appropriate for any educational and general fund source. The University of Georgia has dedicated funds we receive from this fee to maintain excellence of our instruction standards and to enhance the academic experience of our students. Funds generated by the fee allow the University to avoid increased class sizes, proactively address availability in high-demand courses, and enhance academic advising and research opportunities for our students.

# *Health Insurance*

## **2017 -2018**

Certain groups of students at UGA must be covered under the mandatory student health insurance plan. **Graduate students with qualified graduate assistantships, are one of these groups.** The university must provide an eligibility file of these mandated students to United Healthcare Student Resources in order for the students to activate their coverage or to submit a waiver request to opt out of the plan. The mandated student eligibility file is sent to United Healthcare Student Resources daily during the enrollment and waiver period: enrollment period is now from **July 21 to September 21, 2017** and the waiver period is **July 21 to September 4, 2017** .

To be included on this eligibility file, certain things must occur:

- The student must be enrolled in classes for fall 2017 semester.
- The student must have a U.S.-based address on file and have a UGA email.
- Also, if the student has a graduate assistantship, the **student must be on payroll** for fall 2017 semester.

Information currently available about the mandatory student health insurance plan is on the Human Resources website at <https://hr.uga.edu/students/student-health-insurance/mandatory-plan/>. Questions concerning student health insurance should be directed to Human Resources at 706.542.2222 or [gshiplan@uga.edu](mailto:gshiplan@uga.edu).

\*\*\*\*\*

If you need more additional information about UGA's health insurance, please visit: <https://hr.uga.edu/employees/benefits/health-insurance/>. This link provides a general overview of UGA's health insurance.

Also, you must also confirm your enrollment if you decide to use UGA's health insurance. You must confirm your UGA's health insurance enrollment every semester: <https://hr.uga.edu/students/student-health-insurance/mandatory-plan/mandatory-plan-premiums/>

**INFORMATION ON WAIVING THE UNIVERSITY HEALTH INSURANCE-SEE NEXT PAGE.**

# Healthcare waiver information

## 2017-2018

(<http://www.hr.uga.edu/mandatory-plan-waiver>)

### Mandatory plan waiver information

**The fall 2017 waiver period is from July 21 to September 4, 2017.**

**The fall 2017 enrollment period is July 21 to September 21, 2017.**

---

Students who are mandated to have coverage under the mandatory student health insurance plan may request to waive out of the mandatory plan if they have other acceptable health insurance coverage.

📌 To submit a waiver, go to <http://studentcenter.uhcsr.com/univofga> and select “Waiver Form.” Use your 9-digit student ID (81X) number and date of birth to access the Waiver form. Upon submission of the request, you will immediately see a confirmation page. **Please print a copy of the confirmation page for proof of your waiver submission.**

The review of your waiver request may take up to 10 business days to complete. During this review period, you may be asked to submit proof of your insurance coverage such as letter from your insurance company verifying coverage and a copy of your insurance policy. Requested documentation must be in English.

✓ **See below for the minimum requirements for a waiver.**

Important information regarding waiver requests:

- In order to submit a waiver request or to get an insurance card, a student must be included on the school's mandated student eligibility file that is sent to the insurance company. **To be included on the eligibility file, you must be registered for classes for fall 2016, and if you have a graduate assistantship, you must be set up on payroll for fall semester.** If a personnel report has not been completed to set you up on payroll, please see the business manager in your department that handles personnel reports.
- Students wishing to opt-out of the mandatory plan for 2016 fall coverage because they have other health insurance coverage, must submit a waiver request during the waiver period. **For your waiver request to be considered, you must submit your request by the stated waiver period deadline each semester.**
- Waiver requests do not carry over from one semester to another. **You are required to submit a waiver request each waiver period.**
- Once a student's waiver is approved, if the student is charged the premium through student accounts, the charge will be removed within seven business days.

✓ **PLEASE NOTE:**

- An approved waiver for the mandatory student health insurance plan does NOT waive the Health Center fee that is part of a student's tuition and fees.
- Waiving student fees through ATHENA does NOT waive the mandatory student health insurance plan.
- Submitting insurance information to the Health Center as part of the admissions process does NOT qualify as a waiver request for the mandatory student health insurance plan.

### 2017-18 minimum waiver requirements

Students who are mandated to have health insurance coverage that wish to opt out of the mandatory student health insurance plan because they have other health insurance coverage must have coverage that meets certain minimum requirements. Following are the minimum requirements for other health insurance:

#### Minimum Requirements

**Coverage must be in effect for the entire semester.**

**Fall (August 1-December 31)**

**Spring/Summer (January 1-July 31)**

**International Students in the F1 and J1 student statuses must have a minimum of the following benefits:**

- Both accident and sickness coverage
- Minimum benefit of \$250,000 per policy year \*\*
- A deductible of \$500 or less and/or co-pay per individual, per year \*
- In-patient and outpatient, mental and nervous disorder benefits
- Prescription drug coverage
- Pay benefits worldwide
- Medical evacuation to one's home country and family reunification of not less than \$50,000 \*
- Provision for repatriation of remains of not less than \$25,000 \*
- All Georgia mandated requirements +
- International students and scholars, and any accompanying spouse and dependent(s), may be subject to the requirements of the Affordable Care Act.

*\*Federal Standards required for International Students*

**Domestic Students must have a minimum of the following benefits:**

- Both accident and sickness coverage
- Minimum benefit of \$500,000 per policy year \*\*
- Coverage for all pre-existing conditions
- Reasonable deductible (\$3,250 or less) and/or copay per individual, per year
- In-patient and outpatient, mental and nervous disorder benefits
- Prescription Drug coverage
- Pay benefits worldwide
- All Georgia mandated requirements +

*\*\*To meet Federal Affordable Care Act (ACA) requirements your health plan should have no annual benefit limits. (These requirements are based on the federally mandated requirements of the ACA.)*

**+Georgia mandates coverage for the following benefits to be paid as any other Sickness:**

Mammography, PAP Smears, Prostate Specific Antigen (PSA) Tests, Chlamydia Screening, Mastectomy, Bone Mass Measurement, Colorectal Cancer Screening, Dental Anesthesia, Diabetes, Surveillance Tests for Ovarian Cancer, Telemedicine, Drug Treatment of Children's Cancer, Bone Marrow Transplants, Postpartum Care, and Mental Illness.

If your other health insurance coverage does not have the highly recommended coverages and you incur claims that your plan does not cover, you will not be able to enroll in the student health insurance plan until the next open enrollment period. At that time, you must meet the eligibility requirements for student health insurance in order to enroll in the plan.

**If your waiver is denied:**

If your waiver request is denied and you wish to submit an appeal, you must submit your waiver appeal to [gshiplan@uga.edu](mailto:gshiplan@uga.edu) within seven (7) business days from the date of denial. Appeals must include supporting documentation regarding your other health insurance coverage. You must submit a letter from your insurance company verifying coverage and a copy of your insurance policy that outlines your coverage. Documentation must be in English.

Questions about student health insurance may be directed to [gshiplan@uga.edu](mailto:gshiplan@uga.edu) or 706-542-2222.

**HEALTH INSURANCE MUST BE WAIVED EACH SEMESTER THAT IS RELEVANT-A WAIVER DOES NOT CARRY OVER**

# ***MICROBIOLOGY PHD PROGRAM***

## **Typical Program of Study:**

### ***FIRST YEAR***

Choose Major Professor (thesis laboratory) by December (or January)

Select Advisory Committee by end of summer

#### **Fall:**

1. MIBO8150 (Research Interests of Faculty) (1CR)
2. GRSC7770 (Graduate Teaching & Career Development) (3 CR)
3. MIBO8900 (3 Rotations in Laboratories) (6 CR)
4. MIBO8610 (Advanced Microbial Diversity) (3 CR)
5. MIBO9000 (PhD Research) (variable CR)
6. MIBO8170 (Student Seminar) (1CR)\*

Total of 15 hrs

\*RECOMMENDED

#### **Spring:**

1. MIBO8600 (Advanced Prokaryotic Biology) (3 CR)
2. MIBO9000 (PhD Research) (variable CR)
3. MIBO8170 (Student Seminar) (1CR)\*
4. Possible elective

Total of 15 hrs

\*RECOMMENDED

#### **Summer:**

1. MIBO9000 (PhD Research) (variable CR)

Total of 12 hrs

## **SECOND YEAR**

Have research prospectus approved by committee before the end of the first semester.

Complete written proposal and pass oral defense of it before August

### **Fall:**

1. MIBO8160 (Seminar Presentation) (3 CR)
2. MIBO9000 (PhD Research) (variable CR)
3. Other elective

Total of 15 hrs

### **Spring**

1. MIBO9000
2. MIBO8170 (Student Seminar) (1CR)\*
3. Possible elective

Total of 15 hrs

\*RECOMMENDED

### **Summer:**

1. Admission to candidacy (PhD)
2. MIBO9000 (PhD Research) (variable CR)

Total of 12 hrs

### ***THIRD YEAR AND BEYOND***

Have annual meeting with your reserach committee (beginning one year after being admitted to candidacy)

Serve as Teaching Assistant for two semesters

1. MIBO9000 (PhD Research) (variable CR)
2. MIBO9300 (PhD dissertation preparation) (3 CR)
3. MIBO8170 (Student Seminar) (1 CR) EACH SEMESTER OF 3rd YR
4. Electives (as necessary, many students will have no more electives at this point)

Total of 15 hrs



### Preliminary Doctoral Program of Study

The University of Georgia

Graduate School 279 Williams St., Athens, GA 30602

**This form is for Departmental Use only - Do Not Submit to the Graduate School**

Name	<input type="text"/>	CAN # (810)	<input type="text"/>		
Address	<input type="text"/>	Degree	<input type="text"/>		
	<input type="text"/>	Major	<input type="text"/>	Minor	<input type="text"/>

#### Relevant Master's or Other Graduate Degree Courses

Course #	Hours	Course #	Hours	Course #	Hours	Course #	Hours	Course #	Hours
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### Doctoral Courses

Course Prefix-#	Hours	Grade	Term	Course Prefix-#	Hours	Grade	Term	Course Prefix-#	Hours	Grade	Term
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Research Skills Requirement (if applicable)

Departmental Requirements

**Doctoral Advisory Committee:** (Please sign and date)  (Chair)

Graduate Coordinator  Date

## Final Doctoral Program of Study

The University of Georgia  
Graduate School 279 Williams St., Athens, GA 30602

(Please submit this original **TYPED** form and one (1) copy of this form to the Graduate School)

Name		CAN # (810)	
Address		Degree	
		Major	

### Relevant Master's or Other Graduate Degree Courses

Course #	Hours	Course #	Hours	Course #	Hours	Course #	Hours	Course #	Hours

### Doctoral Courses

**Please use \* to designate 6000 and 7000 level courses open only to graduate students.**

Course Prefix-#	Hours	Grade	Term	Course Prefix-#	Hours	Grade	Term	Course Prefix-#	Hours	Grade	Term

Research Skills Requirement (if applicable)

Departmental Requirements

**Doctoral Advisory Committee:** (Please type all names, sign, and date)

		(Chair)

### APPROVALS

Graduate Coordinator <small>(Name &amp; Signature)</small>		Date	
Graduate Dean		Date	
Courses start to expire at the beginning of:		GPA	

**APPROVAL FORM FOR DOCTORAL DISSERTATION AND FINAL ORAL EXAMINATION**

The University of Georgia  
 Graduate School 279 Williams St., Athens, GA 30602

Reset Form

**Part I:** Submission of dissertation to the advisory committee.

The Dissertation Of:

CAN # (810):

Entitled:

is submitted for examination by the doctoral advisory committee. The Graduate School has been notified in writing of the date of the oral defense.

Major Professor:  Date:

**Part II: Approval / Disapproval of dissertation (to be signed by the members of the advisory committee).** The doctoral advisory committee reports the following action on the above dissertation. There can be only one dissenting vote.

Did this student use human subjects in his/her research?  Yes  No

If so, provide the project number  and date approved by IRB

Do not sign below unless the question regarding human subjects has been answered.

Doctoral Advisory Committee (type name and sign)	Approved	Approved with Suggested Changes	Disapproved	Date
<input style="width: 410px; height: 25px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 120px; height: 25px;" type="text"/>
<input style="width: 410px; height: 25px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 120px; height: 25px;" type="text"/>
<input style="width: 410px; height: 25px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 120px; height: 25px;" type="text"/>
<input style="width: 410px; height: 25px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 120px; height: 25px;" type="text"/>
<input style="width: 410px; height: 25px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 120px; height: 25px;" type="text"/>

Note: If the advisory committee declines approval of the dissertation as ready for the final defense, the major professor will notify the student.

**Part III: Oral Defense and Final Examination.** (To be signed by members of the advisory committee. Only one dissenting vote is permissible for approval of both the defense of the dissertation and the examination).

The Doctoral Advisory Committee reports the following results of the defense of the thesis held on:

Dissertation Defense Date:

Doctoral Advisory Committee (type name and sign)	Passed	Failed
<input style="width: 410px; height: 25px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 410px; height: 25px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 410px; height: 25px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 410px; height: 25px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 410px; height: 25px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Graduate Coordinator:  Date:

**Part IV: Final Approval.** (To be completed only when advisory committee members have approved suggested changes in Part II). The suggested changes have been completed satisfactorily:

Major Professor:  Date:



## Instructions and Guidelines

### Copyright:

Every thesis and dissertation is required to have a copyright page and an abstract that includes key words. These key words will be used in the cataloguing and Web search operations.

Students who utilize the manuscript style of a thesis or dissertation **must** procure copyright release from the publisher of the book or journal for it to be included within their document. The Graduate School cannot put the document on the Web without prior copyright release of these or other copyrighted materials contained within the document.

The Office of Vice President of Research provides information concerning the copyright issue. To view this information, students should refer to the Graduate School Website.

### Release Options:

The University of Georgia's land-grant mission includes sharing scholarly work with other scholars, students, and the public. Pursuant to this, theses and dissertations are made available publicly upon degree conferral. It is anticipated that the majority of graduate students will recognize the value of open access to scholarly work and will elect immediate release of their thesis or dissertation (option 1 on ETD submission form). Under unusual circumstances, students may request restricted or delayed public access to theses or dissertations for a limited period of time. Two options for restricted or delayed release are available:

- A. Limited access to authorized users of the UGA Library only, for a period of two years from the date of degree conferral. This option does not require written justification and is non-renewable. Select option 2 on eTD submission form.
- B. Embargo (withhold) from UGA Library, for a period of two years from the date of degree conferral. This option requires written justification and prior approval by the Dean of the Graduate School. **Approval of the Graduate Dean must be obtained well in advance of the submission deadline.** Select option 3 on ETD submission form and submit with documented approval at least four weeks before the deadline for final submission.

The embargo option will be approved when there is a documented need to withhold distribution of the thesis or dissertation because:

- The thesis/dissertation contains patentable materials currently protected by patent application, or being considered for patent application;
- The thesis/dissertation contains sensitive information that is protected by a confidentiality agreement with a research sponsor or funding agency.
- The thesis/dissertation contains materials anticipated for timely publication with a publisher who has restrictive pre-publication or post-publication policies.

To request an embargo, a letter from the major professor must be submitted to the Dean of the Graduate School well in advance of the ETD submission date. The letter should include detailed documentation of the need for embargo.

On rare occasions, an extension of an embargo may be considered. A petition for an extension will require an additional letter of justification from the major professor (or Department Head in the absence of the major professor), and must be submitted along with documentation prior to expiration of the embargo. Such a petition will be reviewed by the Administrative Committee of the Graduate School.



**Dissertation Abstracts:** (Doctoral Students Only)

The traditional dissemination of doctoral dissertation research has been through the publication of the abstract in Bell and Howell's (UMI) *Dissertation Abstracts* and the submission of the entire dissertation to University Microfilms for microfilming and distribution. The electronic submission and availability of the dissertation via the Web now makes the dissertation easier to access. The student should discuss the option of submitting the dissertation or the abstract to *Dissertation Abstracts* with their major professor. Please refer to the Bell and Howell website: <http://www.proquest.com/hp/Support/DServices/prepare/packets.htm> for additional information, agreement forms and fee requirements.



Submit to Graduate School with your ETD Defense Form  
Make sure all signatures are provided

[Please Type]

Student Name: \_\_\_\_\_  
(Last) (First) (Middle)

CAN Number (810): \_\_\_\_\_

Major: \_\_\_\_\_

Degree Name: \_\_\_\_\_

Document Title:

**ETD Release Options**

Check one of the following:

- 1. Provide open and immediate digital access to the ETD.
- 2. Restrict digital access via UGA Library to authorized UGA users only, for a period of 2 years.
- 3. Embargo (withhold from library) for 2 years. Requires written documentation of patentability, confidentiality agreements, or restrictive prepublication/post publication policies. *Requires PRIOR approval by the Dean of the Graduate School. Written requests including documentation should be submitted separately to the Graduate School at least 4 weeks before final submission date.*

**Student Agreement**

I hereby certify that, if appropriate, I have obtained and submitted with my ETD a written permission statement from the owner(s) of each third party copyrighted matter to be included in my thesis or dissertation, allowing distribution as specified above. I certify that the version I submitted is the same as that approved by my advisory committee.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Major Professor Approval: \_\_\_\_\_ Date \_\_\_\_\_

Type Major Professor's Name: \_\_\_\_\_

# *First Year (things to remember)*

## **(ALSO FOUND IN SECTION II)**

1. Email is an official means of communication with incoming students as well as students already in the program. You should monitor your email for important notices. Official notices will be sent to your UGA email account.
2. Before arriving, you should have received information about orientation activities, **rotations**, **registration**, and paperwork that must be completed before matriculation in the fall. These notices will be sent by email. Address any questions to the **Graduate Program Assistant** (Sophia Muriel Flemming/mibcoord@uga.edu/706.542.1434) or the Graduate Program Coordinator (Diana **Downs/dmdowns@uga.edu/706.542.9573**).
3. Information from the Graduate School for incoming students is available at: <http://www.grad.uga.edu/orientation/to-do.html>
4. Incoming students must perform multiple online training modules to satisfy UGA (and in some cases funding agency) requirements for working in laboratories at UGA. As of 2013, this includes mandatory CITI ethics training and workplace safety training. More information will be provided via email, or in MIBO8150 or GRSC7770, both of which are typically taken in fall of the first year.
5. With few exceptions, all students will conduct laboratory **rotations** during fall semester and officially declare an advisor before the end of the calendar year. A schedule for rotations is found in **Section III**, and is posted on the departmental website under Current students > Graduate Students > Rotations or <http://mib.uga.edu/rotations-2014>.
6. Register for courses, help will be given if needed at orientaiton. See the section of this handbook on **registration** (<http://mib.uga.edu/registration-enrollment>). From this point in graduate school onward, students are responsible for registering themselves on time each semester (fall, spring, and summer). Be aware of deadlines, and be sure to get advisement or

course-specific permissions on time to register. Review the **Departmental Requirements** (<http://mib.uga.edu/program-requirements>) and **typical program of study** (<http://mib.uga.edu/typical-program-study>) to ensure that you stay on track and register for appropriate courses each semester.

7. Read and familiarize yourself with the contents of this web-based graduate handbook.

<http://mib.uga.edu/graduate-program-handbook>

8. By summer of the first year students should choose a **committee** (<http://mib.uga.edu/committees>) and submit the appropriate committee form to the Graduate Program Assistant. The composition of the committee should be discussed with the student's advisor, who is also a committee member.

9. Toward the end of the First Year, students should start working on a prospectus and should discuss a program of study with their advisor. These will be due in the **Second Year** (<http://mib.uga.edu/second-year>).

**PLEASE NOTE THAT WE ARE CONTINUALLY EVALUATING AND UPDATING THE WEBSITE AND HANDBOOK TO MAKE IT MORE USER FRIENDLY. WE WELCOME COMMENTS ON ANY PARTS YOU FEEL ARE CONFUSING AND/OR MISLEADING.**



## ***Second Year (Things to remember)***

Students are responsible for **registering** (<http://mib.uga.edu/registration-enrollment>) themselves on time each semester (fall, spring, and summer). Be aware of deadlines, and be sure to get advisement or course-specific permissions on time to register. Review the **Departmental Requirements** (<http://mib.uga.edu/program-requirementsP>) and **typical program of study** (<http://mib.uga.edu/typical-program-study>) to ensure that you stay on track and register for appropriate courses each semester.

### **In the second year:**

1. Follow instructions for **preparing and submitting your prospectus** (<http://mib.uga.edu/prospectus>) by the end of September.
2. During spring semester, follow **instructions for undertaking your Preliminary Exams** (Prelims) (<http://mib.uga.edu/prelims>). Upon successful completion of the Prelims, you should also file forms for Advancement to Candidacy.
3. During spring semester you will need to file your program of study. The program of study should be outlined after consultation with your advisor and with input from the committee. See the **Program of Study Rules and form** (<http://mib.uga.edu/program-study-rules>) and a **typical series of coursework in the program** (<http://mib.uga.edu/typical-program-study>).
4. Anticipate fulfilling the **Teaching Requirement** (<http://mib.uga.edu/teaching-requirement>) the next year and plan with your advisor and Graduate Coordinator which courses you are interested in TAing.

**\* If you and/or your PI feel an extension to these timelines is needed, do not hesitate to request one. To do so, email the graduate coordinator and in one to two sentences describe the situation.**

## ***Third year and beyond...***

1. Third year-fulfill TA requirement alluded to above
2. Each year hold a committee meeting. If you expect (or want) to present your work in MIBIO8170 as part or all of this meeting requirement, contact course instructor in the fall.

# *Prospectus* (<http://mib.uga.edu/prospectus>)

1. Doctoral students will submit a prospectus to their doctoral committee by the end of September in the Fall Semester of their second year. This prospectus is five typed pages, in the format described below. Students should alert the Graduate Program Assistant when the prospectus has been distributed.

2. The Advisory Committee will decide whether to accept the prospectus. Within two weeks, faculty should notify both the student and the graduate program assistant whether the prospectus is acceptable. If acceptable, the student may then proceed with preparations for the expanded formal version of the written exam. If acceptable, faculty may simply provide a "go ahead" signal (by indicating acceptance) or faculty may provide additional comments and suggestions to the student to help with plans for the longer written document due in spring semester. If significant changes are warranted, faculty should indicate to the student and to the program assistant (within two weeks of receiving the prospectus) that the student must provide a new or substantially revised prospectus for approval. The committee will vote on a resubmitted prospectus within two weeks of receipt by notifying the student and the graduate program assistant. *It is expected that a version of the prospectus is accepted by all committee members by the end of November. Deviation from this schedule requires communication with the Graduate Coordinator.*

For PhD students the first required annual meeting will be the oral component of the qualifying exam.

*Important Note:* The prospectus parallels the structure of the written preliminary exam. However, for the preliminary exam contributions from the advisor are limited. Therefore, the prospectus is valuable opportunity to work with the advisor on shaping a research plan.

## **Format for the Research Prospectus**

Length: The prospectus should be ≤5 typed, single-spaced pages in 12-point Times, Times New Roman, or Arial fonts with 1-inch margins. The title page and references do not count in the page limit. You should embed figures and tables within the text. Pages should be numbered starting with page 1 after the title page.

### Organize the Prospectus as follows:

*Title Page:* A succinct but informative title for your project, your name, the date (month and year) and the names of your committee members (does not count in the page limit). A "Note to Committee" box is provided on the following page and should be copied and pasted onto the bottom of the title page.

*Specific Aims:* Provide a short introductory summary or abstract followed by a brief (e.g. bullet point) listing (each item no longer than a short sentence) of the specific aims of your proposal. Subaims may be included, but should likewise include minimal text. The Specific Aims section should be simple, clear, and succinct. It should allow your committee to quickly understand the basic premise(s) and direction(s) of your proposed research. (0.5-1 page)

*Background and Significance:* Provide your committee with the background they will need to understand your proposed research and the contributions it will make to your field. (≤2 pages – in general this section together with Specific Aims should not extend beyond 2.5 pages)

*Preliminary Studies/Research Design and Methods:* For the Prospectus, you have the option of a separate Preliminary Studies section, or you may integrate preliminary studies as subsection(s) within the description of Research Design and Methods for each Aim.

Preliminary Studies: Describe your own recent/current work in preparation for the proposed experiments. This section should support the feasibility of the proposed studies and provide evidence that you can carry out related experiments.

Research Design and Methods: Describe the experimental approaches you plan to take to complete the Specific Aims. It is generally sufficient to cite references for routine/standard procedures. If appropriate, indicate where alternative approaches might be employed if your primary method is uncertain. You may describe how results will shape subsequent research focus. It should be clear how the results of these methods/approaches will be interpreted to accomplish the stated aims.

*Acknowledgements:* Acknowledge everyone who read drafts of your prospectus and provided constructive feedback. This section does not count in the page limit.

*References:* Use ASM journal format to cite references in the text and to list at the end of document. References do not count in the page limit.

## Note to committee

The following note to the committee should be copied and pasted onto the title page of the prospectus (in 10-11 point font): ([Download this note for the committee in a Word document from the online graduate handbook http://mib.uga.edu/graduate-program-handbook](http://mib.uga.edu/graduate-program-handbook))

Note to Committee: (provided as written per Microbiology program guidelines)

The Microbiology graduate program stipulates that a 5-page prospectus be distributed to committee members in the Fall of a students' second year (usually at the end of Sept). The prospectus is not usually accompanied by a committee meeting but serves as a precursor to the written and oral exams usually taken in spring of the second year, which also focus on the student's proposed research. Usually, the prospectus is a nascent and distilled version of the anticipated written prelim. *The primary purpose of the prospectus is to identify any major concerns that may exist so that the student does not move forward with a fatally flawed project*; however, a rewrite may be requested for any reason. The prospectus also affords the student a chance to work more closely on developing a written proposal with their advisor, who is not allowed to help edit the written prelim. Moreover, feedback from committee members can be invaluable in helping students avoid mistakes or confusion on their written prelims. Evaluation of the prospectus should proceed as follows:

- Within two weeks of receiving the prospectus, committee members should notify the student and the grad program assistant whether the prospectus is acceptable or not.
- Faculty may simply indicate "acceptable" or they may provide additional comments and suggestions to help with the longer written prelim. Consultation is usually done by email or one-on-one. Typically the committee does not meet following the prospectus.
- If significant changes are warranted, faculty should indicate to the student, his/her advisor, and the program assistant that the student must provide a new or substantially revised prospectus. Again, a two-week turnaround from receipt of the revised prospectus to notification is expected.
- Upon conferring with the advisor and other committee members, a meeting of the full committee to discuss the proposal may be in order.
- It is expected that a version of the prospectus be accepted by all committee members by the end of November at the latest.

# *Preliminary Examinations & Advancement to Candidacy*

## **Ph.D. Qualifying Examinations** (<http://mib.uga.edu/prelims>)

WRITTEN EXAM During the first half of the Spring Semester of the second year, each doctoral student will prepare a written proposal for his/her dissertation project and present it to the advisory committee no later than the mid-point of the semester (ca. middle of Week 8; see the web-based [UGA Academic Calendar](#)). The major professor may provide general guidance only on the Specific Aims section of the proposal, but the student is strongly encouraged to get input from other faculty (including his/her committee), post-docs, and more advanced students in crafting the final proposal.

When students distribute their proposals to committee members, they should email the Graduate Program Assistant ([mibcoord@uga.edu](mailto:mibcoord@uga.edu)), stating the date it was distributed and the names of the committee members. This will help us get the results of the exams reported promptly. If committee members reside outside the Microbiology Department, it is the student's responsibility to communicate the rules and timeline governing the exam process (e.g. that committee members have two weeks to submit an evaluation) to such committee members.

The advisory committee should decide within 2 weeks whether the student has passed this written portion of the qualifying exam, and committee members should notify the student and the Graduate Program Assistant of their evaluation. In the event that it is not a passing evaluation, the Graduate Coordinator should be notified as well. The committee members may choose to return the marked up proposals to the student.

If more than one committee member requests that the exam be rewritten or rates the exam as unacceptable, the student is allowed a single rewrite of the proposal to incorporate changes based on input from the committee. The rewrite must be submitted within 3 weeks after the pass/fail decision. As with the first submission, the committee is expected to evaluate the proposal within two weeks and will be contacted by the Graduate Program Assistant if they do not. A student failing this re-written exam (i.e., receiving an unacceptable ranking from more than one committee member) will transfer to the M.S. program.

ORAL EXAM After passing the written exam, the student will schedule an oral exam to take place not later than the last day of finals in the Spring Term. At this exam, the student will be allowed a maximum of twelve slides and fifteen uninterrupted minutes for a presentation, to be followed by questions that are specific to the proposal as well as questions that test general knowledge. Students may prepare a limited number of extra slides that might facilitate discussion of complex datasets, pathways, structures, etc.; however, text should be minimized and committee members may stipulate whether such slides can be used to answer any particular question. Typically, initial questions will focus on the proposal, but there should be time for general knowledge questions as well. One committee member shall be assigned to maintain this format, cutting off the presentation after twelve slides or fifteen minutes and ensuring time for general knowledge questions.

**The Graduate School must be informed of the date, time, and location of oral exams at least two weeks in advance. That information should be passed to the [Graduate Program Assistant](#) at least two weeks prior to the oral exam,** and the Program Assistant will obtain the exam signature form from The Grad School for the student. Regardless of pass or fail, the form must be returned to the Graduate School within two weeks after the announced oral exam date. If the student fails the first oral exam (same conditions as above for written exam), he/she must retake the exam by the end of finals in the immediately following summer "through session". Failure on the re-take of the oral requires transfer to the MS program.

PASSING THE EXAM Regardless of the number of members on an advisory committee (usually four or five for doctoral committees), a student will only pass the exam if no more than one unsatisfactory (failing) grade is received.

PETITION FOR CANDIDACY After passing the written and oral exams, the student must complete the form to petition the Graduate School for admission to Ph.D. candidacy. Generally, the petition for advancement to Candidacy is submitted at the same time as the form signed by committee members evaluating the preliminary exams. Note that there is a 2-semester residency requirement following admission to candidacy before a student can graduate.

POSTPONEMENT The student and his/her advisor may request a postponement in the above schedule due to special circumstances. This is done by a written request to the Graduate Coordinator that explains the reason for the delay and suggests an alternative schedule. Requests for postponement of the written exam must be received at least two weeks before the exam is due. Requests for postponement of the oral exam or of a re-take of the written exam must be received by the Graduate Coordinator within one week after the pass/no-pass decision. A postponement beyond the Fall Semester of the third year generally will not be granted.

## **Format for the Research Proposal Component of the Qualifying Exam**

**Length/Typography:** The total proposal length should be no more than 12 typed, single-spaced pages (~6000 words) in 12-point Times or Arial fonts. You may place figures, tables and photos on separate pages together with their corresponding legends or footnotes. These pages DO count towards the total length and you should subtract 1/3 page from the page limit for each figure and table. These pages may be interspersed among the text pages or clustered at the end of the document. Alternatively, you may embed figures and tables within the text such that the total document length is no more than 12 pages.

### Organize the proposal as follows:

**Title Page:** A succinct but informative title for your project, your name, the date (month and year) and the names of your committee members (does not count in the page limit).

**Specific Aims:** This is a brief summary or abstract of the proposed work. Provide a short introductory paragraph followed by a brief "bullet" listing (each item no longer than a short sentence) of the specific studies that you propose in the order in which they will be conducted. The Specific Aims page is your opportunity to make a good first impression regarding the importance of your project. It should be simple, clear, and succinct. (0.5-1 page).

**Background/Significance:** Summarize the relevant information leading to your proposed work. Critically evaluate the pertinent existing knowledge in the field. Identify the gaps in that knowledge that your work will fill. Clearly establish the importance and relevance of your proposed work (2-2.5 pages).

**Preliminary Studies:** Describe your own recent/current work in preparation for the proposed experiments. This section should support the feasibility of the proposed studies and provide evidence that you can carry out related experiments (2-3 pages).

**Research Design and Methods:** Describe the experimental approaches you will take to complete the Specific Aims. It is generally sufficient to simply cite references for routine/standard procedures, but you should address specific modifications or details that are relevant to your own project. Be aware that you should understand thoroughly the techniques you will be using, as you can expect questions on them during your oral exam. If several techniques are available for asking a certain type of question, explain why you chose the technique(s) you have and not another. Anticipate where potential problems might arise and indicate alternative approaches. Most importantly, explain how your observations will test your hypothesis. The purpose of this section is to describe what you will do, and demonstrate how well you understand what you will do, how you will deal with problems which might reasonably arise, and where this work might lead (5-6 pages).

**References:** Use ASM journal format to cite references in the text and to list at the end of document. Reference list does not count in the text page limit. Make sure that the title of each cited reference and ALL authors are included.

## ***Pre-Graduation Checklist (3<sup>rd</sup> year-***

After you have been admitted to candidacy, make sure to follow these guidelines until you are ready to defend:

1. Be sure you have fulfilled your [teaching requirement](#) if you have not done so already.
2. Follow [rules for having an annual committee meeting](#) (or appropriate substitute).
3. [Submit an updated CV](#) at least annually.
4. Do not forget to [register](#) on time each semester.
5. Familiarize yourself with the [rules and deadlines for graduation](#) well in advance of your projected graduation semester.
6. Finish any requirements on your program of study.
7. If your program of study or [committee](#) changes, be sure to file the appropriate form(s).

## ***Applying for Graduation and Defending*** **SEMESTER OF DEFENSE**

1. Apply for graduation (<http://www.grad.uga.edu/academics/graduation.html>).
2. Register for MIBO9300 (or 7300) for 3 credits
3. Follow instructions elsewhere in this handbook for [preparing your dissertation and scheduling your defense](#).
4. Once your approval form and ETD (Electronic Thesis or Dissertation) is signed by all committee members (including your major professor(s), turn it in to the graduate program assistant (Sophia Flemming) so she can make copies of it and deliver it to the graduate school.
4. Once you have successfully defended and turned in your dissertation/thesis, please turn in an [exit survey](#).



**Record of Graduate Student Annual Committee Meeting**

This form must be filed by each student immediately after the annual committee meeting.

**Student Name** \_\_\_\_\_ **Degree Objective** \_\_\_\_\_

1. **Type of meeting** (circle one): Traditional, Dept. Seminar, Lab Group, One-on-One.

2. **Date completed** \_\_\_\_\_

3. **Teaching requirement** \_\_\_\_\_ fulfilled already by teaching (list courses and semesters taught, include all courses for which you were a TA)

\_\_\_\_\_ Or teaching requirement has not yet been fulfilled

**Signature Major Professor:** \_\_\_\_\_

**3. Committee Members present**

Printed name	Signature	Satisfactory, Unsatisfactory, or Commendable
1.		
2.		
3.		
4.		
5.		

**4. Six-months Remedial Action Plan:**

**a. Major deficiencies in current progress**

**b. Specific action to be undertaken by student to remedy above deficiencies**

**c. Specific criteria for evaluation at 6-month meeting.**

Current CV filed \_\_\_\_\_ Electronic Copy (MicroMac)

Date received \_\_\_\_\_ Signed: \_\_\_\_\_ (Grad Prog Asst)

Original

Revised

### Advisory Committee for Doctoral Candidates

The University of Georgia

Graduate School 279 Williams St., Athens, GA 30602

(Please submit this original **TYPED** form and one (1) copy of this form to the Graduate School)

As Graduate Coordinator, I recommend the appointment of the three members listed below as the Doctoral Advisory Committee for:

Name	<input type="text"/>	CAN # (810)	<input type="text"/>
Address	<input type="text"/>	Degree	<input type="text"/>
	<input type="text"/>	Major	<input type="text"/>

#### Student's Committee

(Please type major professor and committee members' names)

Major Professor Graduate Faculty I-a	<input type="text"/>	Co-Major Professor (if any) Graduate Faculty I-b	<input type="text"/>
Graduate Faculty Member 2	<input type="text"/>		
Graduate Faculty Member 3	<input type="text"/>		

Additional members may be added at the department's discretion

The committee must consist of a minimum of three members of the graduate faculty, including the student's Major Professor, who will serve as the chair of the committee. This committee, in consultation with the student, is charged with planning and approving the student's program of study, arranging the comprehensive written and oral examinations, advising the student on required research skills, approving the subject for the dissertation, approving the completed dissertation, and approving the defense of the student's research. This form should be submitted to the Dean of the Graduate School before the end of the first year of residence of a prospective candidate for the degree.

### APPROVALS

Graduate Coordinator (Name & Signature)	<input type="text"/>	Date	<input type="text"/>
Graduate Dean	<input type="text"/>	Date	<input type="text"/>

Note: The written and oral comprehensive examinations are administered to determine if the candidate is qualified to continue for the doctorate and should be held as soon as the Doctoral Advisory Committee feels that the student's qualifications for doctoral work can be evaluated. When the student has passed the written comprehensive examination, plan should be made to hold the oral comprehensive examination. The examination must be announced by the Graduate School. The Graduate Coordinator must notify the Graduate School of the time and place of the examination at least **two weeks** before the selected date. Immediately after the oral comprehensive examination, the major professor reports the results of the committee's evaluation of the written and oral comprehensive examinations to the Graduate School. A form for this purpose is provided by the Graduate School.

## Application for Admission to Candidacy for Doctoral Degrees

The University of Georgia

Graduate School 279 Williams St., Athens, GA 30602

**(Please submit three (3) copies of this form (one original and two copies) to the Graduate School)**

**A prospective Doctoral candidate must be admitted to candidacy one full semester before the date of graduation**

Name	<input type="text"/>	CAN # (810)	<input type="text"/>
Address	<input type="text"/>	Degree	<input type="text"/>
	<input type="text"/>	Major	<input type="text"/>

I understand that if human subjects are involved in my research, it is my responsibility to file a research protocol application with the Institutional Review Board (Boyd GRSC, Room 606) before I begin collecting data. I acknowledge that failure to secure this permission prior to conducting my data collection using human subjects will negate the use of that data for my doctoral dissertation.

(Human subjects information available at: <http://www.ovpr.uga.edu/hso/>)

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Student's Signature (all students must sign)

Date

### Certification and Recommendation of the Department: Please check all appropriate items

- We have examined the entire graduate record of the student named above. An average of 3.0 (B) has been maintained on all graduate courses taken and on all completed graduate courses on the Program of Study. No course with a grade below C has been accepted as part of the Program of Study.
- Written and oral comprehensive examinations have been passed as part of the Program of Study.
- A dissertation prospectus has been approved (if required for Candidacy).
- The residence requirement has been met.

**We recommend that this student be admitted to candidacy for the degree indicated.**

### APPROVALS

Major Professor (Name & Signature)	<input type="text"/>	Date	<input type="text"/>
Graduate Coordinator (Name & Signature)	<input type="text"/>	Date	<input type="text"/>
Graduate Dean	<input type="text"/>	Date	<input type="text"/>

# Opportunities in Professional Development

## In Teaching and Mentoring:

- GRSC7770
- UGA Center for Teaching and Learning (CTL) <http://ctl.uga.edu/>
  - See the TA Services and Programs link: <http://ctl.uga.edu/#ta-services-and-programs> ; CTL supports teaching by graduate students through a number of programs (check out the link); CTL has pedagogy-related seminars and workshops for graduate students and faculty
  - Professional development through CTL: <http://www.ctl.uga.edu/pages/professional-development-for-graduate-students>  
CTL has classes for the Interdisciplinary University Teaching Certificate, provides workshops for the Graduate School's Teaching Portfolio Program, and runs the Future Faculty Program.
- UGA Graduate School in collaboration with CTL offers a Interdisciplinary University Teaching Certificate: [http://gradschool.uga.edu/academics/profdev/certificate\\_teaching.html](http://gradschool.uga.edu/academics/profdev/certificate_teaching.html)
- UGA Graduate School is part of the Center for Integrating Teaching Research and Learning <http://www.cirtl.net/> ; includes teaching and mentoring seminars/coffee hours/classes
- Department of Microbiology "Entering Mentoring Program"- usually offered in the summer
- Graduate Students & Post-docs in Science (GSPS): <http://www.gsp.uga.edu/>  
- workshops with visiting/local faculty

## In Community Engagement:

- Professional Development Graduate Courses in Community Engagement: GRSC7970S "Approaches to Community Engagement" & GRSC7870S "Service-Learning Course Design", FCID6920S Project FOCUS (Fostering Our Community's Understanding of Science)
- Graduate Portfolio in Community Engagement- there are workshops on how to develop the portfolio and submit it for approval by the Graduate School and Office of Service-Learning (OSL): <http://servicelearning.uga.edu/graduate-portfolio-in-community-engagement/>
- Listing of opportunities for community engagement can be found on the OSL website: <http://servicelearning.uga.edu/community-engagement/>
- Opportunities for community engagement regularly come up through the Microbiology Department, including helping with the Experience UGA Biology field trips, which brings all 9<sup>th</sup> graders from the two Clarke County school district high school to UGA on two days (Feb 18 and Mar 3<sup>rd</sup> in 2015) for hands-on research demonstrations all over campus; serving as a judge for the local and State Science & Engineering Fairs (usually in February to April); giving hands-on demonstrations at

local schools in the Fall and Spring semesters; running laboratory experiences for middle/high school students in summer leadership programs; etc. E-mails on the graduate student listserv will give alert you to many of these opportunities.

In Fellowship/Grant/Journal Article Writing:

- GRSC7770 & MIBO8610
- Graduate School online information & workshops- <http://www.grad.uga.edu/financial/external.html>
- GSA-sponsored seminars
- Departmental support to attend ASM Kadner Institute and Publishing Institute: <http://www.asmgap.org/>
- GSPS and BHSI-sponsored workshops: <http://biomed.uga.edu/student-opportunities/student-organizations/greed-is-good-grant-review-program>
- Written exam for candidacy

In Presentation of Research:

- MIBO8160 & MIBO8170
- GSPS- Annual Interdisciplinary Science Research Symposium <http://www.gsps.uga.edu/>
- Graduate School and departmental support for travel to meetings, workshops, and ASM Institutes
- Poster session at recruitment

In Leadership and Networking:

- Workshops & information for writing fellowships- <http://www.grad.uga.edu/>
- Graduate School and Departmental funds for travel to conferences and for research, which gives the opportunity to network & develop communication skills
- Graduate School's Emerging Leaders program- <http://www.grad.uga.edu/academics/profdev/emerging.html>
- Teaching portfolio, Teaching Certificate, and Community Engagement Portfolio
- CIRTl coffee hours and meetings- <http://www.cirtl.net/>
- Network at the annual GSPS Career in Symposium, be a officer for GSPS, etc.- <http://www.gsps.uga.edu>
- Attend seminars in Microbiology and other departments; meet with the speakers (luncheons or receptions for Microbiology; other departments have mixers before or after seminars- check the department websites and ask to be on their seminar listserv; etc.)
- Diversity and Inclusion Certificate. For more information about the courses offered and the certificate, students should go to [http://diversity.uga.edu/programs/diversity\\_and\\_inclusion\\_certificate/](http://diversity.uga.edu/programs/diversity_and_inclusion_certificate/)



THE UNIVERSITY OF GEORGIA  
**Franklin College  
of Arts and Sciences**

## **Diversity and Inclusion Graduate Fellows Program**

In an effort to enrich engagement with diversity and inclusion at the University of Georgia and beyond, and to foster increasingly inclusive instruction, we are pleased to announce the 2016-17 Diversity and Inclusion Graduate Fellows Program (DIG Fellows) at the University of Georgia. Graduate students in Franklin College of Arts and Sciences are invited to apply to the 9-month (2 semester) DIG Fellows Program.

The DIG Fellows Program has two phases. In the first semester, Fellows will **meet every three weeks for eight 3-hour workshops** that foster reflection and discussion about the ways in which intersecting systems of privilege shape their own and their students' lives. Each meeting will emphasize reflection and engagement on an axis of difference/privilege/ oppression, such as racism, classism, ableism, ageism, and heteronormativity. By the **end of the fall semester**, Fellows will identify a faculty mentor, and will begin formulating a portfolio project to enact during the second year of the Fellows Program. During the **spring semester project phase**, fellows will work with a faculty mentor to propose and implement a contextually relevant project related to diversity and inclusion. DIG Fellows will be awarded a *\$250 stipend* with which to support their work during the project phase of the program. Depending on participants' interests, projects can focus on pedagogy, research, or outreach. Potential projects might include syllabus creation or revision, program development, club activities or sponsorship, or community engagement. DIG Fellows will then present their projects at a symposium in May 2017.

The DIG Fellows Program is inspired by and modelled on the National SEED Project (Seeking Educational Equity and Diversity) a professional development program developed by Peggy MacIntosh and Emily Style, and sponsored by the Wellesley Centers for Women. The program is intensive and enriching, and designed to help create equitable and inclusive curricula.

**CALL FOR PARTICIPATION COMES IN MID SUMMERS**

# *Frequently Asked Questions*

## Departmental and Graduate School Questions

### General info about fees:

You can see fee schedule on the Bursars Office Website

<http://www.bursar.uga.edu/tuition.html>

Here is an example of last academic years' fees (this years' have not been posted yet):

**University of Georgia Mandatory Fees for  
Fiscal Year 2015-2016 (Fall 2015 and  
Spring 2016)**

CAMPUS				
	Athens **	Gwinnett	Griffin	Tifton
Activity	78	45	45	50
Athletic	53	0	0	0
Connect UGA Fee	24	24	24	24
Green Fee	3	3	3	3
Health	196	0	0	73
Recreation	15	0	0	0
Special Institutional Fee*	450	450	450	450
Student Center - Facility	80	0	0	0
Technology	114	114	114	114
Transportation	116	0	0	0
<b>Total</b>	<b>1,129</b>	<b>636</b>	<b>636</b>	<b>714</b>

It is important to register for all of your classes AND enroll in payroll deductions on time, otherwise you may lose your tuition waiver and/or incur a late fee of \$50. You can check the registration deadline on the academic calendar here:

<http://www.reg.uga.edu/academiccalendar2016-2017>

See the Registration Deadlines for Fall 2016 and Spring 2017 below.

<b>Fall Semester 2016</b>
<b>Based on 50 minute classes (MWF), 75 minute classes (TTH), 15 weeks of classes + Exams</b>

Orientation	Aug. 8	Monday
Advisement	Aug. 9	Tuesday
Registration	Aug. 10	Wednesday
Classes Begin	Aug. 11	Thursday

**Spring Semester 2017**  
**Based on 50 minutes classes (MWF), 75 minutes classes (TTH), 15 weeks of classes + Exams**

Orientation/Advisement	Jan. 3	Tuesday
Registration	Jan. 4	Wednesday
Classes Begin	Jan. 5	Thursday

**Q: When can I waive fees?**

A: In ATHENA, you will find information about which fees you are able to waive. Typically the fees you can waive are the athletic, recreational, activities, and Health fee. You will always pay the full green fee, IT fee, transport fee and institutional fee.

**Q: How I set up payroll deductions for student fees?**

A: In ATHENA, there should be an option to select for you to do payroll deductions. You will need to pay attention to the deadlines so you will know when to do your payroll deductions. You will be able to do payroll deductions in Fall and Spring semester, **but not in the summer semesters**. We suggest that you save your money so you can pay for your summer student fees. Student fees in the summer are ~\$650 if you do not take courses. If you take 1-3 class credits (not research credits) the fee increases to ~\$850 (subject to annual student fee increases)

Home > Student > **Student Account**

Personal Information | **Student** 1 | Financial Aid

**Registration** (dropdown) | **Student Records** (dropdown) | **Student Account** 2 (dropdown) | **My Programs** (dropdown)

- Access Student Account
- 1098T Authorization
- Payroll Deduction 3
- Permission to Pay
- Waive/Add Optional Fees
- View Holds
- Clear Student Accounts Acknowledgement Hold
- Title IV: Intent to Register

**Apply to Graduate** (Submit an application to graduate in a program.) | **View Graduation Application** (View existing applications to graduate in a program.)

RELEASE: 8.7.1 SITE MAP



# Payroll Deduct Enrollment

Home > Student > Student Account > Payroll Deduction

Payroll Deduction is only available for Fall and Spring Semesters and can be used as payment towards tuition and fees, and parking permit. The amount allowed to be taken can be less than or equal to the balance remaining on these charges.

Term : Fall 2016

Total Deduction amount allowed:\* \$  Update

The following amounts will be deducted from your paychecks on approximately these dates:

\$  09/30/2016  
\$  10/31/2016  
\$  11/30/2016  
\$  12/23/2016

Continue Cancel

RELEASE: 8.5.4 [MC:7.1]

SITE MAP

Q: I cannot register because Athena says there is a Hold on my account. What does that mean?

A: There are different types of holds that can be put onto student registrations, which will prevent you from registering until the hold is cleared. To view what type of holds are on your account go to Athena>Student>Student Account> View Hold

Here are some examples of typical holds:

Home > Student > Student Account

Personal Information Student Financial Aid

<b>Registration</b> Check your registration status, class schedule, and add or drop classes	<b>Student Records</b> View your holds, grades and transcripts	<b>Student Account</b> Fall 2016 related charges are due August 11th.	<b>My Programs</b> View and change your majors, minors, certificates and areas of emphasis.
<ul style="list-style-type: none"><li>Access Student Account</li><li>Permission to Pay</li><li><b>Clear Student Accounts Acknowledgement Hold</b></li></ul>	<ul style="list-style-type: none"><li>1098T Authorization</li><li>Waive/Add Optional Fees</li><li>Title IV: Intent to Register</li></ul>	<ul style="list-style-type: none"><li>Payroll Deduction</li><li><b>View Holds</b></li></ul>	
<b>Apply to Graduate</b> Submit an application to graduate in a program.	<b>View Graduation Application</b> View existing applications to graduate in a program.		

- 1) Account acknowledgment hold. This is a hold that needs to be cleared by each student every semester to verify that you understand the students account responsibilities

- 2) Departmental hold: Each semester the department needs to clear a hold on each student's account to allow them to register. Sophia Flemming usually takes care of this automatically. If you still have a hold on your account during registration, let her know ASAP.
- 3) Student Account/Billing hold: If you have any outstanding payments (such as health center payments) with student accounts, you cannot register until your account balance reflects \$0. There is typically a 24hr turnaround time for payments to be processed and the hold to be cleared.

**Q: I received a \$50 late fee, is there anything I can do about it?**

A: Yes, you can apply for 2 grace waivers during your stint as a PhD student, which will remove the fee. You can apply for one through the bursars office. For more information about late fees and the grace waiver visit:

<http://policies.uga.edu/FA/nodes/view/924/Late-Fees>

**Q: How and when can I waive UGA's mandatory health insurance plan?**

A: This link: <http://www.hr.uga.edu/mandatory-plan-waiver> will explain how to waive your health insurance. You should waive your health insurance **every semester** and also *check the provided link* specifically when you will need to waive it. There is a specific timeline, each semester, that you can waive your health insurance.

**Q: How to enroll in UGA's mandatory health insurance plan?**

A: Please read this link: <http://www.hr.uga.edu/mandatory-plan-premiums> in how to enroll in UGA's mandatory health insurance plan. You still will need to take action **every semester** to enroll in the plan again.

**Q: Does the Mandatory plan cover vision or dental?**

A: The Mandatory plan does cover some vision benefits (as discounts on frames) but zero dental coverage. The health center provides discounted vision and dental services (e.g. Teeth cleaning and X-rays are typically \$99 during spring and fall semester). It is advised that you purchase your own dental and vision coverage through a private insurer.

**Q: Does the Mandatory plan cover dependents?**

Yes, dependents can be enrolled, but the contribution from UGA is 0%, while the enrolled student is 40%. In other words, all dependents must pay the full price while enrolled students receive a discount.

**Q: How many elective credits do you take?**

A: You will need to take at least 2 elective credits (8000 or above) in addition to

departmental mandatory courses to meet the 21 hr. requirement (see Graduate Handbook for all departmental and Graduate School requirements).

**Q: What elective courses should I take?**

A: You will need to consult with your major professor (PI) and committee members for the number and specific elective courses you will need to take.

**Q: What is the attire for rotating/working in the labs?**

A: The dress code will depend on which lab you're in but as a rule no open toed shoes or shorts are usually allowed in labs. Remember that you are professionals working in a multicultural and intellectual environment, so remember that certain slogans on clothing can be deemed offensive.

**Q: Does the department give me a lab coat?**

A: No. Most labs will have extra lab coats that you can wear. If you would like to purchase one, lab coats can be bought at the scientific store in the chemistry building (adjacent to the biological sciences building) for \$25.

**Q: How do I sign up for parking?**

A: Visit the parking services page's link ([parking.uga.edu](http://parking.uga.edu)) to sign up for parking. Usually, people will choose parking that is near their home building (for Biosciences Bldg that is typically E12). You can switch parking lots during the semester, but you will be put in a waiting list if certain spots aren't available at the time. Parking can be deducted from your payroll, but you are subjected to pay for parking out of pocket when you first sign up or when you switch, if there is a difference in cost.

**Q: Is there a transit system in Athens?**

A: Yes, there is an Athens transit system, and all UGA employees and students **ride for free as long as they have their UGA IDs with them**. There is also a park and ride system where you can park your car and board any Athens transit bus to take where you need to go. To find out more about Athens transit parking services, you can visit their site: <http://athenstransit.com/>.

UGA also has a campus transit. You do not need to show your UGA card to ride the UGA buses. To find out more about UGA campus transit, you can visit their site: <http://www.transit.uga.edu/>.

# *Frequently Asked Questions*

*(answers provided by current MIBO students)*

## **Life in Athens**

Q: Is the graduate school orientation worth going to?

A: Absolutely. Although sitting through a few people giving general information that you mostly don't care about can be boring, they have really good raffles going on, and the activities fair afterward has a TON of free stuff. It's also a good way to find out what clubs are on campus.

Q: Where should I do my grocery shopping?

A: If you live on the East side, most people prefer Publix over Kroger, but if you live inside the loop, the new Kroger on Alps/Baxter is great. We also have Aldi, Trader Joe's, and the ever present Walmart.

Q: Where can I buy delicious and reasonably priced meats prepared right here on UGA campus?

A: Glad you asked, you can go to the UGA meat market every Friday from 10-4:30! The address is 425 River Rd. Visitor parking behind the building.

Q: Should I get season tickets for UGA football?

A: YES! The microbiology grad students and friends tailgate together before every home game. Even if you don't get tickets, you can still join in on the tailgating fun.

Q: Where is the cheapest gas?

A: I usually buy my gas either at Racetrack on Atlanta Highway, or the Walmart gas station on Epps Bridge.

Q: Where can I get used furniture?

A: Craigs list, Goodwill (there are two in Athens!), and the Free & For Sale UGA Facebook group. Also, just keep an eye on the dumpsters in large apartment complexes. People set perfectly good stuff next to them all the time.

Q: Where should I park if I am downtown?

A: All of the UGA lots are free after the posted hours (usually after 5 or 6 pm), so you can park in any of the lots in the north east section of campus. Parking is free downtown after 10pm and on Sundays. Other than that, bring quarters.

## *Having fun while in Athens*

First off, if you are bored and need something to do, check out the flagpole website event calendar, which provides random things happening in Athens daily (mostly music or DJs and also arts)

- <http://flagpole.com/events>

**FOOD** (the most important category):

- Marti's at Midday
  - Café with delicious soups, sandwiches, and salads. Only open M-F, order at counter
  - <http://www.martisatmidday.com/>
- Mama's Boy
  - Great breakfast, but super busy on weekends by 10am. Must order biscuits and gravy, sit down
  - <http://mamasboyathens.com/>
- Cali N Titos
  - Latin American eats, BYOB (charge \$2 for you to drink your own beer), and outdoor seating, order at counter
- Taqueria del Sol
  - One word. Cheese dip. Good place to go with large groups for accommodating seating, order at counter.
  - <http://www.taqueriadelsol.com/>
- Agua Linda
  - Delicious Mexican food, sit down restaurant
  - <http://www.agualindarestaurant.com/>
- Siri Thai
  - Great thai food near downtown and on the eastside, sit down
  - <http://www.sirithaicuisine.com/>
- Viva! Argentine Cuisine
  - <http://www.vivaargentinecuisine.com/>
- The Grit
  - Vegetarian and Vegan, great breakfast, but also dinner is amazing, sit down
  - <http://www.thegrit.com/>
- Peppinos
  - Delicious cheap pizza
- Mellow Mushroom
  - TVs for football games and delicious pizza, sit down
  - <http://mellowmushroom.com/>
- Copper creek
  - \$2 pints on Tuesdays, Trivia on Wednesdays, 55c wings on Thursdays, sit down
  - <http://www.coppercreekathens.com/>

- The Grill
  - After bar food, open 24 hours, on College and Clayton St. downtown
- Dawg Gone Good BBQ
  - Open til 3am. BBQ downtown
- Butt Hutt
  - Milledge and Macon highway, cheap delicious BBQ
  - <http://www.butthuttathens.com/>
- Grindhouse
  - Delicious burgers
  - <http://www.grindhouseburgers.com/>
- Jittery Joe's
  - Athens based coffee house, multiple locations
  - <http://www.jitteryjoes.com/>
- Two Story Coffee house in Five Points, Serves Honey Baked Ham
  - Good for relaxing, reading or studying
  - <http://www.twostorycoffee.com/>
- Etienne
  - Fancy French restaurant downtown, sit down
  - <http://etienneathens.com/>
- Keba
  - Fast food, delicious gyro-like sandwiches
  - <http://kebagrill.com/>
- Tlaloc
  - El Salvadorean Food you get lots for you \$, also right by Terrapin
  - <https://locu.com/places/tlaloc-athens-us/#menu>

## **Movies**

- Ovation 12
  - Dinner and a movie
  - <http://www.carmike.com/ShowTimes/city/athens/GA>
- University 16 cinemas
  - brand new nice seats and GTX screens
  - <http://www.georgiatheatrecompany.com/university16.aspx>
- Cine
  - Plays independent films and sometimes has director Q&As. Student Tickets are \$7, also 1\$ popcorn and you can purchase beer or wine to drink during the film.
  - <http://www.athenscine.com/intro.php>

## **Music**

- Georgia theatre
  - Famous Athens theatre, good shows, when no shows there is a rooftop bar
  - <http://www.georgiatheatre.com/>

- 40 Watt
  - smaller music venue
  - <http://www.40watt.com/>
- The green room
  - A little more rock, sometimes there is a cover
  - <http://greenroomathens.com/>
- Nowhere bar
  - Generally has good music for free, definitely casual and low key dive bar
  - <https://www.facebook.com/NowhereBarAthens?rf=120066808009529>
- For dance music look for where DJ mahogany is playing
- 9D's
  - 90's dance music, more undergrady
  - <https://www.facebook.com/9dsbar>
- Flicker Bar
  - Local young artists
  - <http://www.flickertheatreandbar.com/>

**Bars,** most all of these are older grad student/young professional type crowds

- Terrapin
  - \$10 pints, 8 drink tickets. Don't forget a DD!
  - <http://terrapinbeer.com/>
- Creature comforts
  - New in town, very similar to Terrapin but it is downtown so no worries about driving for food. \$12
  - <http://www.creaturecomfortsbeer.com/>
- Copper creek (also above for food)
  - Good micro brewed beer. 4 different specialty beers on tap
- The Manhattan
  - Hipster bar, popcorn, interesting decorations, smaller
  - <https://www.facebook.com/pages/Manhattan-Cafe/113121355386993>
- Little Kings shuffle club
  - Lots of outdoor seating, sometimes have DJs, Salsa on Wednesdays
  - <https://www.facebook.com/lkshuffleclub>
- Walkers
  - Good place to hang out, coffee mixed drinks
- Trapeze
  - Good beer
  - <http://trapezepub.com/>
- The Max Canada
  - A lot of outdoor seating
- Normal Bar
  - On Prince Ave. in Normal Town, not walking distance to downtown
  - <https://www.facebook.com/normal.bar.7>
- Sweetwater Brewery in Atlanta

- Same concept as Terrapin, larger venue
  - <http://sweetwaterbrew.com/brewery/tours/>
- The World Famous
  - Great Cocktails and Awesome Bar food (pork buns come highly recommended)
  - <https://www.facebook.com/theworldfamousathens>

### **Unique Athens Activities**

- Rabbit Box
  - Story telling with themes (much like NPRs, the moth) at the melting point, once a month
  - <http://rabbitbox.org/>
- Athens Science café
  - Scientists give presentations to the general public at cool venues, monthly
  - <http://athenssciencecafe.wordpress.com/>
- Ath-Half
  - Half marathon once a year
- AthFest
  - Yearly weekend long music festival downtown, wristband ~\$20
- Twilight
  - An all day bike race around downtown, bars bring kegs and have “beer gardens” outside where you can drink and watch the races. Usually in April
- Farmers market
  - Weekly Saturdays at Bishop Park and Wednesdays Downtown at Creature Comforts
  - <http://athensfarmersmarket.net/>
- Athens Intensified
  - Music festival coming up in September, 1<sup>st</sup> year.
  - <http://www.athensintensified.com/>
- Classic City rollergirls
  - Roller derby
  - <http://classiccityrollergirls.com/>
- UGA Sports
  - Football games (tailgating emails to come in the Fall for Micro)
  - Gym Dogs (gymnastics team, <http://www.georgiadogs.com/sports/w-gym/geo-w-gym-body.html>)
- The Rook and Pawn
  - Board Game venue. Drinks food and ALL the board and card games. \$5/person for unlimited gaming for the night
  - <http://www.therookandpawn.com>
- ARTini's
  - Get apaintng tutorial while sipping your favourite cocktail
  - <https://www.artinisartlounge.com>
- Good Dirt Clay Studio



- Multiple classes for clay wheel and other pottery, or pay for independent use of studio space, resources and equipment
- <http://gooddirt.net/independent-studio/>
- UGA Performing Arts Center
  - Live Music, Plays, Operas, Musicals and Comedy shows only \$5 for students (no student activities fee payment required)
  - [pac.uga.edu](http://pac.uga.edu)

**Outdoors (the Ramsay center rents outdoor and camping equipment for cheap [https://recsports.uga.edu/content\\_page/outdoor-recreation-equipment](https://recsports.uga.edu/content_page/outdoor-recreation-equipment))**

- Ben Burton Park
- Bear Hollow Zoo
- Hiking trails at botanical gardens
- Tallulah Gorge, ~1 hour drive
  - <http://gastateparks.org/TallulahGorge>
- Watson Mill Bridge, ~35 minutes
  - <http://gastateparks.org/WatsonMillBridge>
- Blood Mountain
  - Depending on what side you hike, it's a quick day hike, less than 2 miles up, follow trees with white markings, designating Appalachian Trail (AT)
  - <http://www.atlantatrails.com/hiking-trails/wooded-serenity-the-appalachian-trail-at-blood-mountain/>
- Kayaking
  - Sandbar is further away, ~40 minutes
    - <http://www.thesandbarbroadriver.com/>
  - Big Dogs on the river is in Athens
    - <http://www.bigdogsontheriver.com/>
- Sandy Creek
  - Disc golfing, nature center, “beach”
  - <http://athensclarkecounty.com/Facilities/Facility/Details/17>
- [Sandy Creek Nature Center \(Since it's a different location from the park\)](#)
  - [Nice nature center](#)
  - [Great hiking trails](#)

**Getting to ATL**

- Groome shuttle will bring you to the airport (~70\$/round trip)
  - <http://www.groometransportation.com/athens.php>
- Mega Bus, will drop you downtown where you can go wherever, or hop on MARTA to get to the airport
  - <http://us.megabus.com/>
- If you want to drive and park, the cheapest option we have found so far is pre-flight parking ATL. If you book in advance, it is \$5.95/day.

- Drive there and a shuttle picks you up at your car and brings you to airport. They give you a ticket that you give to the driver when you are being taken to your car. This ticket provides information on how to find the shuttle once you are off the plane.
- <https://www.preflightairportparking.com/reservation/atl/atlanta-hartsfield/airport-parking/4>

### **Random**

- Doctors, Athens Family Practice
  - Good with Saturday appointments, online scheduling and womens care.
  - <http://www.athensfamilypractice.com/>
- Banks
  - Athens credit union
  - Wells Fargo
- Optometrist
  - Athens Family Vision
    - Helpful with working out how much is covered by insurance, and they give you full copies of the prescription, which is handy if you want to order online/elsewhere.
- Running
  - Athens Running Co and Fleet feet for running shoes, Athens road runners is a group that meets Saturday morning for group runs.