**DEPARTMENT OF INFECTIOUS DISEASES AND MICROBIOLOGY**

**PHD 2024 DEGREE CHECKLIST**

**Student Name & PS #**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Advisor**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REQUIRED CREDITS**

* 72 credits total *(Total credits from required courses/electives: 37 course credits plus 1-15 variable thesis credits (IDM 2021). Up to 15 IDM credits can be used within a semester tolfill any gaps after required courses are accounted for.*
* 15 credits in Fall and Spring semesters, 6 credits in Summer semesters within the first 2 years of the program.

**Note**: PhD students cannot register for more than 15 credits in a semester *(summer: no more than 6)*

**REQUIRED COURSES** *(consult* [*student handbook*](http://www.publichealth.pitt.edu/Portals/0/IDM/IDM_Handbook_2016%20Final.pdf?ver=2016-08-04-143207-133) *for the suggested sequence of courses)*

All courses must be passed with at least a “B” (3.0 GPA) or satisfactory. If a lower grade is received, you **must** retake the course.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Degree Requirements for PhD in Infectious Disease and Microbiology** | | |  |
|  | Course number | Course name | Credit | Grade |
|  | IDM 2001 | Molecular Biology of Microbial Pathogens | 3 |  |
|  | IDM 2002 | Molecular Virology | 3 |  |
|  | IDM 2003 | Host Response to Microbial Infection | 2 |  |
|  | IDM 2004 | Viral Pathogenesis | 2 |  |
|  | IDM 2014 | Functional Genomics of Microbial Pathogens | 3 |  |
|  | IDM 2021 (6 terms) | Special Studies in Microbiology | 1-15 |  |
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|  | IDM 2021 (6 terms) | Special Studies in Microbiology | 1-15 |  |
|  | IDM 2024 | Microbiology Laboratory | 2 |  |
|  | IDM 2025 (4 terms) | Microbiology Seminar | 1 |  |
|  | IDM 2025 (4 terms) | Microbiology Seminar | 1 |  |
|  | IDM 2025 (4 terms) | Microbiology Seminar | 1 |  |
|  | IDM 2025 (4 terms) | Microbiology Seminar | 1 |  |
|  | IDM 2038 | Prevention, Treatment, and Control of Global Infectious Diseases | 3 |  |
|  | IDM 2041 | Research Ethics and Scientific Communication | 1 |  |
|  | IDM 3440 | Vaccines and Immunity | 2 |  |
|  | BIOST 2041 | Introduction to Statistical Methods | 3 |  |
|  | EPIDEM 2110 | Principles of Epidemiology | 3 |  |
|  | EPIDEM 2161 | Methods Infectious Disease Epidemiology | 1 |  |
|  | PUBHLT 2011 | Essentials of Public Health | 3 |  |
|  | PUBHLT 2022 (2 terms) | The Dean's Public Health Grand Rounds | 0 |  |
|  | PUBHLT 2022 (2 terms) | The Dean's Public Health Grand Rounds | 0 |  |
|  |  | | |  |
|  | PhD Research/Elective Credits | | variable |  |

**ELECTIVES** **(6 credits required)**

COURSE # \_\_\_\_\_\_\_\_\_\_\_ Course Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Credits \_\_\_\_ Grade \_\_\_\_

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**REQUIRED EVENTS**

**Poster presentation at Fall IDM Research Day  *All except 1st year student***

* Year 2
* Year 3
* Year 4
* Year 5
* Year 6 – if applicable

**PRELIMINARY EXAMINATION** *(consult* [*student handbook*](https://www.sph.pitt.edu/sites/default/files/assets/IDM/handbooks/IDM%20Student%20Handbook%202023-24.pdf) *for exam requirements)*

***Exam usually taken in May or June after first academic year and within 4 weeks after paper distribution***

* + Ensure 3.0 GPA or above
  + Faculty Prelim Exam Coordinator, Graduate Programs Director, and IDM Academic & Student Affairs Administrator will establish committee chair, and committee members for exam. Student will be notified of the approved committee.
  + Prepare for exam (4 weeks to prepare)
  + Pass exam *-* **Note**: Your advisor cannot be on the examination committee or attend

**COMPREHENSIVE EXAMINATION** *(consult* [*student handbook*](https://www.sph.pitt.edu/sites/default/files/assets/IDM/handbooks/IDM%20Student%20Handbook%202023-24.pdf) *for exam requirements)*

***Exam usually taken in June or July after second academic year.***

* + Complete all the required IDM and School courses with a 3.0 GPA or above
  + Faculty Comp Exam Coordinator, Graduate Programs Director, and IDM Academic & Student Affairs Administrator will establish committee chair, and committee members for exam. Student will be notified of the approved committee.
  + Attend informal and instructional meeting prior to scheduled exam – follow timeline outlined at this meeting – multiple deadlines
  + Write abstract and (7 pg.) proposal and have committee chair approve both **before** oral exam
  + Pass oral exam

**SEMINAR PRESENTATIONS**

* + Present at IDM Seminar when scheduled (2nd and 3rd year – 30 minutes, 4th year and beyond – 1 hour)
  + Will receive evaluations from attendees, and these will be factored into yearly doctoral evaluation

**PUBLISHED PAPERS**

Required to publish 1 first author paper (invited reviews are excluded from this criterion):

* First-Author Publication – Title

**F31 GRANT WRITING** *(highly encouraged, not required) - consult* [*student handbook*](https://www.sph.pitt.edu/sites/default/files/assets/IDM/handbooks/IDM%20Student%20Handbook%202023-24.pdf) *for more information*

After passing the Comprehensive exam and in full-time dissertation research, students who are eligible (US citizen and permanent resident) are strongly encouraged to submit an F31 grant.

* **Sample application**:  <http://www.nigms.nih.gov/training/indivpredoc/pages/predoctoral-f31-sample-applications.aspx>
* **NIH announcement**: <http://grants.nih.gov/grants/guide/pa-files/PA-14-147.html>
* **Application guide**:  <http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_Fellowship_VerC.pdf>
* **General Tips:** <http://www.pitt.edu/~gsiegle/Siegle-f31hints-BehaviorTherapist10_fordistrib.pdf>

**DISSERTATION** *(consult* [*dissertation guidelines*](https://www.sph.pitt.edu/academic-handbook/graduation-information/detailed-essay-thesis-and-dissertation-rules) *for dissertation requirements)*

***Committee Meetings***

* + Establish dissertation committee members with advisor after Comprehensive Exam is passed

***Adhere to SPH*** [***committee composition rules***](https://www.sph.pitt.edu/academics/forms-handbook/academic-handbook/research-practice-and-exam-requirements/milestone)

* + Send dissertation committee to IDM Academic & Student Affairs Administrator for official approval 2 weeks before the 1st committee meeting
  + Notify IDM Academic & Student Affairs Administrator the date/time of first committee meeting to schedule a room and complete paperwork

**Must have a committee meeting every 12 months** **and no less than 3 committee meetings before graduation**

***First committee meeting usually held in December post passed comp. exam***

* + **Committee Meeting 1** (Graduation Milestones satisfied: dissertation overview approved, research requirement fulfilled, admit to candidacy)
    - Submit project proposal to all committee members 2 weeks before scheduled meeting
    - Submit Committee Meeting Summary Report to IDM Academic & Student Affairs Administrator
  + **Committee Meeting 2**
    - Submit project progress report to all committee members 2 weeks before scheduled meeting
    - Submit Committee Meeting Summary Report to IDM Academic & Student Affairs Administrator
  + **Committee Meeting 3**
    - Submit project progress report to all committee members 2 weeks before scheduled meeting
    - Submit Committee Meeting Summary Report to IDM Academic & Student Affairs Administrator
  + **Committee Meeting 4 (if needed)**
    - Submit project progress report to all committee members 2 weeks before scheduled meeting
    - Submit Committee Meeting Summary Report to IDM Academic & Student Affairs Administrator

**DISSERTATION DEFENSE** *(consult* [*student handbook*](https://www.sph.pitt.edu/sites/default/files/assets/IDM/handbooks/IDM%20Student%20Handbook%202023-24.pdf) *for dissertation requirements)*

* + Organize a date/time all committee members can meet
  + Schedule a room with the IDM Academic & Student Affairs Administrator for the agreed date/time
  + [Announce defense](https://www.sph.pitt.edu/academic-handbook/graduation-information/doctoral-dissertation-checklist) according to the rules.
  + Submit dissertation draft to advisor and one other committee member to approve for submission to the entire dissertation committee
  + Submit dissertation to committee at least two weeks prior to the defense date
  + Pass Defense

**DISSERTATION SUBMISSION** *(consult* [*student handbook*](https://www.sph.pitt.edu/sites/default/files/assets/IDM/handbooks/IDM%20Student%20Handbook%202023-24.pdf) *to view submission requirements)*

* Submit dissertation electronically through [D-Scholarship](http://d-scholarship.pitt.edu/)
* [Submit all other paperwork and satisfy requirements by deadlines](https://www.sph.pitt.edu/academic-handbook/graduation-information/doctoral-dissertation-checklist)
* Submit 1 hard copy of the approved final bound dissertation to advisor (I don’t think anyone does this)

**GRADUATION REQUIREMENTS** (*follow requirements on the* [*Graduation webpage*)](https://www.sph.pitt.edu/academics/forms-handbook/academic-handbook/graduation-information/masters-essay-checklist)

* Upload and submit draft of dissertation by date detailed on above webpage
* Meet with Joanne Pegher to review dissertation formatting by date detailed on above webpage
* Turn in required paperwork to Student Affairs by the date detailed on above webpage
* Complete Pitt Public Health [exit survey](https://pitt.co1.qualtrics.com/jfe/form/SV_3qtyFsxdM5Lg7PL)
* Complete IDM exit survey – link provided at the time of graduation
* Schedule an exit interview with the Graduate Programs Director through the IDM Academic & Student Affairs Administrator