

# Guidelines for the Graduate Program

## Master's Students

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## I ADMISSIONS

### A. Requirements

1. Completed University of Illinois Graduate Application. The online application is the preferred method. If a paper application is completed, it should be submitted to the Office of Admissions and Records and a copy sent to the Department of Physiology and Biophysics. A description of the application procedures and the relevant forms are available at the Department web site (<http://www.uic.edu/depts/mcpb/index2.html>) or directly through the Department of Physiology.
2. Completed Application for Graduate Appointment, Research Interests Form, and Waiver should be returned to the Department of Physiology and Biophysics.
3. Official report of the Graduate Record Examination (GRE) scores. Minimum scores required are the following: verbal, 500; quantitative, 550; analytical, 4. An advanced test is optional. The Institution Code is R1851 and the Department Code is 0217 for this exam.
4. Test of English as a Foreign Language (TOEFL) for students whose native language is not English (see Section IV, B for English requirement). A minimum score of 550 for the paper-based test or 213 for the computer-based test is required. The Institution Code is 1851 and the Department Code is 49 for this test.
5. Official transcripts of all previous undergraduate and graduate studies. Original transcripts should be sent to the Office of Admissions and Records and a copy sent to the Department of Physiology and Biophysics.
6. Three letters of recommendation. Letters should be sent to the Department of Physiology and Biophysics.
7. Personal interview (see B1 below).

### B. Procedures

1. Interested students are strongly encouraged to complete these requirements by April 1 for admission to the graduate program in the Fall of the same year. Interviews will be scheduled and held in our department or conducted by telephone conference.
2. Students are accepted for admission starting the Fall Semester.

## II ADVISORS

### A. Class Advisor

The Class Advisor is a member of the Graduate Education Committee and is appointed by the Head of the Graduate Education Committee. The responsibilities of the Class Advisor are to advise students in a given class entering each Fall with respect to registration, course requirements and rotations and to monitor student progress until they choose a Thesis Advisor.

#### B. Thesis Advisor

This is the faculty member in whose laboratory the student will perform his/her thesis research. The Thesis Advisor must be a Member or Affiliate Member of the Department of Physiology and Biophysics.

The student must notify the Graduate Education Committee, in writing, by the end of Spring Semester, Year 1 of the student's choice for Thesis Advisor. The prospective Advisor must also notify the Graduate Education Committee, in writing, of his/her willingness to accept the student. The Graduate Education Committee will then notify the Department Head as to its recommendation and the Head will make the final appointment.

#### C. Thesis Committee

The student has one Thesis Committee throughout his/her tenure (Appendix A). This Committee will be selected by the student and the Thesis Advisor and must be approved by the Graduate Education Committee and the Department Head. The Chairperson of the Thesis Committee must be a Tenured/Tenure-Track member of the Department of Physiology and Biophysics other than the Thesis Advisor.

The Committee shall include three or more members of the Graduate College including the Thesis Advisor and the Chairperson of the Thesis Committee. At least two members of the Committee must be Tenured/Tenure-track Members of the Department of Physiology and Biophysics. The committee will meet at least twice; once at the inception of the thesis project and once after the Thesis Defense. The role of the Committee will be to evaluate and assist the student in developing his/her thesis project. If any additional Committee meetings are held, the Chair should provide a brief summary to the student, Graduate Education Committee and Head.

### III REGISTRATION PROCEDURES

The registration period is usually the last three weeks of the previous semester. All encumbrances must be cleared before registration. The Office of Admissions and Records will notify continuing students the proper procedure for registration.

A student who does not complete registration by the tenth day of the Fall and Spring semesters (fifth day of Summer semester) will not be permitted to register after that date, will not be permitted to attend class or to participate in course work, and will not receive academic credit.

## IV REQUIREMENTS AND RECOMMENDED SCHEDULE

Minimum semester hours (sh) required: 32 (9 hrs must be at the 500 level, in a course that gives letter grades and not U/S grade e.g. excluding 595 and 598).

### A. Requirements

#### 1. Core Courses

a. Physiology GCLS 500	3 sh
b. Translational and Applied Physiology PHYB 552	3 sh
c. Biochemistry GCLS 501 OR	3 sh
Molecular Biology GCLS 502 OR	3 sh
Cell Biology GCLS 503 OR	3 sh
d. Physiology Seminar 591 (2 semesters)	2 sh
e. Cell Physiology PHYB 586 (1 semester)	3 sh
f. Radiation Safety course	0 sh
g. Essentials for Animal Research GC 470	1 sh
h. Scientific Integrity and Responsible Research GC 401 or the on-line course offered through the Collaborative Institutional Training Initiative (CITI)	0 sh
i. Journal Club and Seminar 595 (1 semester)	1 sh

Note: Students register for 595 in the semester in which they plan to defend their thesis.

2. Students are required to register for PHYB 591 and to attend at least 2/3 of the Departmental Seminars each semester during their graduate career after the first year.
3. Research 598 (see Sect. IV, B.d)
4. Following the completion of research, the student should submit the "Committee Recommendation Form" (Appendix B) to the Graduate College. This should be followed about one month later by the Oral Defense of the Thesis. Although the department does not require that the student publish his/her research, in order to graduate, the student should strive to produce a thesis that contains publishable material.

The Thesis Defense should be presented after the Thesis has been read by the Thesis Committee. It is to be presented as a scheduled Departmental Seminar (45 minute in length) and is open to the public. The Thesis is formally approved by the Thesis Committee following the Thesis Defense. Following the Thesis Defense, the Thesis is to be filed with the Librarian. Another copy of the Thesis has to be submitted to the Department for its Archives. The format of the Thesis and instructions for preparing the manuscript are detailed in a handout from the Graduate College Office.

### B. Recommended Schedule

1. Year 1

<b>Courses</b>	<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
Physiology GCLS 500	3	-	-
Translational and Applied Physiology PHYB 552	-	3	
Cell Biology GCLS 503	3	-	-
Cell Physiology PHYB 586	3	-	-
Radiation Safety <sup>a</sup>	-	-	-
Essentials for Animal Research GC 470 <sup>a</sup>	1	-	-
Scientific Integrity GC 401	0	-	-
Thesis Research PHYB 598 / rotation <sup>b</sup>	2	9	8 <sup>c</sup>
TOTAL	12	12	8

- a. It is essential that students learn how to handle radioactive materials safely and to handle animals humanely and conduct ethical research. Therefore, students are required to take classes offered by the Radiation Protection Office, the Biological Resources Laboratory, and the Graduate College.
- b. Research hours for the first semester are based on one rotation or beginning a thesis project. Research hours in the second semester are based on two rotations or beginning a thesis project, if it has not started. Research hours beyond the second semester are based on Master's thesis project.
- c. Students should sign up for PHYB 598 for 8 hours with a faculty member and work full time in his/her laboratory during the Summer Semester, between the First and Second Years.
- d. Set up Thesis Committee and define thesis project on or before May 1.

2. Year 2

<b>Courses</b>	<b>Fall</b>	<b>Spring</b>
Departmental Seminar 591	1	1
Thesis Research 598	11	11
TOTAL	12	12

- a. Students should sign up for PHYB 598 for the appropriate numbers of hours, each semester, with the Thesis Advisor.
- b. Defend Thesis in Year 2.

V SUPPLEMENTAL INFORMATION

- A. Stipends and Waiver of Tuition: There is **NO** formal Departmental funding for Master's Students.

Students may be able to arrange financial aid in the form of teaching and research assistantships from individual faculty members.

- B. Participation in National Meetings and Intramural Forums: Graduate students are encouraged to participate in national meetings in their area of specialization and in intramural forums (Sigma Xi Research Forum, Medical Student Research Forum). Departmental funds are available to assist graduate students to attend national meetings if they are presenting a paper. The student should request such support in writing from the Department Head. The Department Office maintains a file describing additional sources of funding and students should apply for these funds as well.
- C. Publications: Each graduate student conducting research under the Master's program must cite the Department of Physiology and Biophysics as the department (or one of the departments) from which the research emanated, in any publication resulting from the research. The Department should be quoted as: "Department of Physiology and Biophysics (M/C 901), University of Illinois at Chicago, 835 S. Wolcott, Chicago, IL 60612-7342." This is also applicable to those students working with faculty who are affiliated with the Department of Physiology and Biophysics but whose laboratory is located elsewhere.
- D. Changes to the Graduate Program Guidelines: These guidelines will be renewed every 4 years by vote of the Department faculty. However, the Department of Physiology and Biophysics reserves the right to change these guidelines without notice. Changes must be approved by the Departmental faculty.

Students have the right to follow the Guidelines in effect at the time of matriculation or the current Guidelines. Students must inform the Graduate Committee, when new Guidelines are enacted, of which Guidelines they choose to follow.

- E. Administrative Note: As a courtesy to the Departmental Office staff and for the student's own benefit, they should notify the Graduate Program Coordinator and Room Reservation personnel of scheduled meetings as soon as the date is finalized.

## VI GLOSSARY OF TERMS

1. **Class Advisor:** Advisor to students in each class entering in the Fall of a given year.
2. **Thesis Advisor:** Faculty member in whose laboratory the student performs the Thesis research.
3. **Chairperson of Thesis Committee:** A Tenured/Tenure-Track member of the Department of Physiology and Biophysics other than the Thesis Advisor.
4. **Affiliate Member:** Members of the Graduate College who have a joint appointment in the Department of Physiology and Biophysics.

## VII GRADUATE STUDENT CHECKLIST

### **THESIS ADVISOR**

\_\_\_\_\_ Letter to Graduate Education Committee of student's choice of advisor.

\_\_\_\_\_ Letter to Graduate Education Committee from prospective advisor accepting student.

### **THESIS COMMITTEE**

\_\_\_\_\_ Obtain approval of thesis committee from the Graduate Education Committee

### **THESIS DEFENSE**

\_\_\_\_\_ Complete "Committee Recommendation Form" (Graduate College Form ) 4 weeks prior to defense. This form can be downloaded from <https://grad.uic.edu/cms/?pid=1000363>. Once submitted, this form generates the "Examination Report" from the Graduate College.

\_\_\_\_\_ Consult with Seminar Chairperson to set date of Defense, distribution of notices, abstracts, etc.

\_\_\_\_\_ Up-to-date transcript. Request the Graduate Program Coordinator to obtain this.

\_\_\_\_\_ Have Graduate Program Coordinator prepare "Supplemental Grade Report" forms for each DF, INC, or missing grade on your transcript.