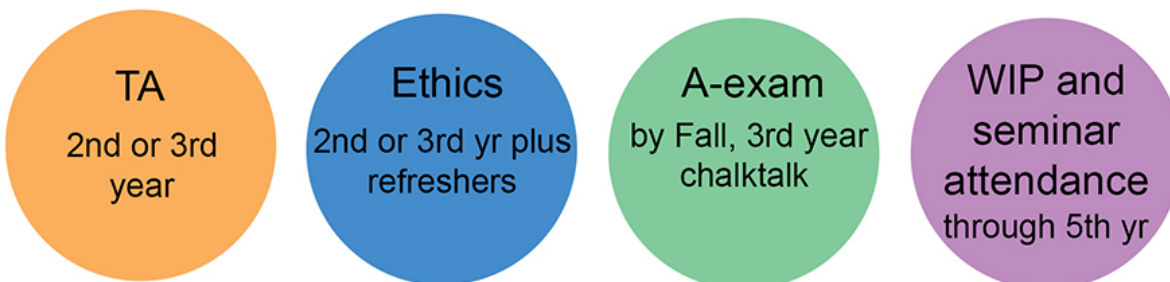


# Simple Guide to BBS Committee Roles and Student Expectations

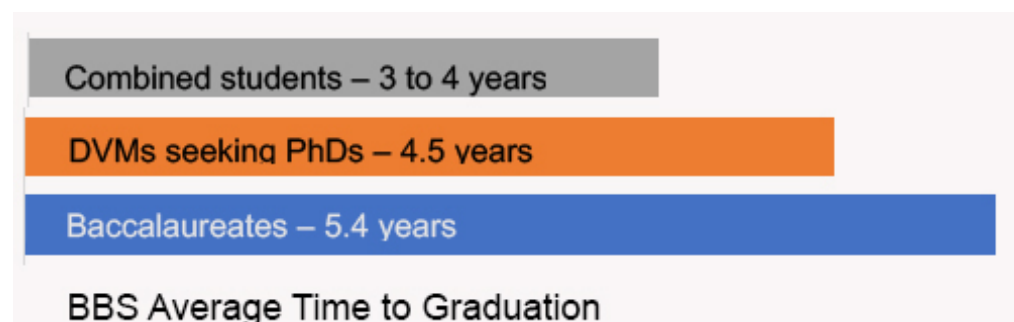
## Milestones:



Ethics (BioMG2150) is required for graduation. Attendance at the RCR symposium constitutes the yearly refresher. Yearly completion of the IDP is also expected. First year students must complete the expectations discussion with their mentor within two weeks of joining a lab. Also, the student must attend a minimum of 8 seminars per semester throughout their graduate career.

## Criteria for Graduation:

One first author paper	Varies by area of study and is at the discretion of the committee. In general, however, at least one first author paper is the goal (accepted, submitted, in process; final decision is up to the committee). Some disciplines generate multiple papers per student, and others one.
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## Committee Meetings:

Held annually, ideally after student's WIP. Must be held **no later than May 15** of each year, as per graduate school rules. A-exam can substitute for third year meeting.

# Committee Roles and Responsibilities

## Student

Complete the student annual report and submit to chair prior to meeting. Coordinate yearly meeting around the WIP. Complete post-meeting summary of plans/goals for following year. This yearly summary will be sent to committee members prior to the next meeting so they can refresh their memories regarding what the student intended to do in the past year.

## Chair

Complete mentor evaluation prior to annual meeting – this is a written record of the student's progress, and should reflect the Chair's honest opinion of the student's accomplishments to date. Suggestions for improvement should be explicitly noted as goals for the coming year.

## Minor Member 1

This member represents a concentration that is the student's **primary** area of study (e.g. genetics, Immunology, Molecular and Cellular Medicine, etc.). Their role is to ensure the student has **adequate academic preparation** in this area. Students in general will take 2-3 courses for their primary concentration, and any others as suggested by their minor member (if needed). Minor members should feel free to ask relevant concentration-specific questions during the A-exam if they wish.

## Minor Member 2

This member **represents the BBS minor**. This comprises BioAP6100, BioAP7100, BioMG2150 (ethics), the Work-in-Progress, TAing (one semester) and regular seminar attendance (~8 per semester). Students should be asked if they have completed Ethics (recommended Spring, second year), and if they have satisfactory grades for the WIP (all students must attend from years 1-5). Students are also expected to regularly attend a seminar of any sort relevant to their interests. The student should be asked what seminars they've attended and how often, and encouraged to attend others as needed for breadth of exposure. Should students receive two Unsatisfactory grades for WIP, they will be asked to change minors and complete attendant new coursework. If the student elects a different minor (e.g. not the BBS minor), these responsibilities will fall to the field appointed member. However, the student must still complete all BBS requirements.

## Field Appointed Member

This person is the **student's advocate** on the committee. Their role is to ensure the student has an adequate path to graduation, and has fulfilled all requirements of BBS (in conjunction with minor member 2). For example, at the 4<sup>th</sup> year meeting, this person should be asking what is the plan for graduation, and how the student's paper is progressing. Most importantly, should there arise a dispute between the student and chair, this person should provide his/her input on the student's progress to balance the discussion, and provide an external view of the student's progress. This person should also bring any potential disputes or problems to the attention of the DGS, who can help mediate.