

**Graduate Student Checklist**  
**Molecular Medicine (MOME) Track**

**YEAR 1:**

- Questions about the **MOME track**, including rotations, MOME curriculum, preliminary exam, journal club, etc. should be addressed to:  
Jennifer Hill, PhD, Associate Professor and MOME Track Director  
Phone: 419-383-4468 Email: [JenniferW.Hill@utoledo.edu](mailto:JenniferW.Hill@utoledo.edu)
- Questions about the **Biomedical Science Program (BMSP)**, including orientation and the 1<sup>st</sup> year curriculum, should be addressed to:  
Kandace Williams, Ph.D., Associate Dean of Biomedical Science Graduate Program  
Phone: 419-383-4135 Email: [kandace.williams@utoledo.edu](mailto:kandace.williams@utoledo.edu)
- **MOME Curriculum:**  
<https://www.utoledo.edu/med/grad/biomedical/molecular-medicine/curriculum.html>
- **Laboratory Rotations:**  
Beginning in late September/early October, all biomedical science graduate students must start research rotations in faculty (PI) labs. MOME students are encouraged to complete all rotations in the Department of Physiology & Pharmacology or the labs associated with the track. Ph.D. students must complete a minimum of three research rotations (each rotation is 5 weeks long). MSBS students must complete a minimum of two research rotations (each rotation is 5 weeks long). After completion of rotations, students select the lab they wish to join (MSBS students match in December; Ph.D. students match in early March). A fourth research rotation for Ph.D. students (March to April) is allowed if students do not match with a lab or wish to explore another faculty lab. Students must identify a mentor by the May of the first year.  
MOME track faculty: <https://www.utoledo.edu/med/grad/biomedical/molecular-medicine/faculty.html>
- **MOME Seminars:** 1<sup>st</sup> year students are strongly encouraged to attend the MOME Seminar Series, held on Wednesdays at 12pm, as well as Training Leadership Club on Friday at 11am. Attendance at seminars is mandatory in fall and spring semesters for 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year students. Students are expected to check with their lab mentor for any additional departmental requirements, if there are any.  
<https://www.utoledo.edu/med/depts/physpharm/Calendar.html>
- **Graduate Student and Mentor Compact:** Schedule time with your mentor to discuss the 'Compact Between Graduate Students and Their Research Advisors' document.  
<https://www.utoledo.edu/med/grad/biomedical/mmi/pdf/UT%20COMLS%20Grad%20compact%202019.pdf> After agreeing to all commitments, sign and send copies to MOME Track Director and Dr. Williams.
- **Plan of Study:** All MOME students should complete a Plan of Study (POS) form before the end of the 1<sup>st</sup> year (August). All students must file an approved Plan of Study [POS] with the College of Graduate Studies prior to the completion of 12 credit hours. The POS form and other POS forms related will need a signature

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from the MOME Track Director and the Associate Dean of the Biomedical Science Program (Dr. Williams). This form should be reviewed by the graduate advisory committee during the first meeting (see below), in case additional or supplemental coursework is recommended by the committee. Please follow your POS. If changes are needed, submit a signed Plan of Study Course Substitution form to COGS.

M.S.B.S. Plan of Study form: <https://www.utoledo.edu/graduate/forms/MasterPOS.pdf>

Ph.D. Plan of Study form: <https://www.utoledo.edu/graduate/forms/DocPOS.pdf>

POS Course Substitution form: <https://www.utoledo.edu/graduate/forms/CourseSubPOS.pdf>

- **Graduate Advisory Committee Meeting:** In consultation with their PI, all MOME students should select members for a graduate advisory committee. Ph.D. advisory committees must be comprised of at least 5 faculty members, including the lab PI (mentor). MSBS advisory committees must be comprised of at least 3 faculty members, including the lab PI (mentor). Although not required, students are encouraged to select 1 committee member from outside the MOME track/department. Ideally, the graduate advisory committee should hold their first meeting by June or July of the 1<sup>st</sup> year, to discuss the proposed project, preliminary data/progress on that project, Plan of Study (POS), and qualifying exam topic. All MOME students must hold their first graduate advisory committee meeting before the end of the 1<sup>st</sup> year (August). Two forms must be completed at this meeting: (1) The Graduate Research Advisory (GRAD) Committee Approval & Assurances Form should be signed at this meeting's conclusion: <https://www.utoledo.edu/graduate/forms/GRADform.pdf>; (2) The MOME graduate advisory committee meeting report should be completed and submitted to the MOME track: <https://www.utoledo.edu/med/grad/biomedical/molecular-medicine/pdfs/Information/Advisory%20Committee%20Form-2019.pdf>
- **MSBS Qualifying Exam (QE):** As noted above, the graduate advisory committee ideally should hold their first meeting in June or July of the 1<sup>st</sup> year, to discuss the proposed project, preliminary data/progress on that project, Plan of Study (POS), and QE topic. However, M.S.B.S. students can hold their first meeting and QE in the same meeting. M.S.B.S. students must schedule and pass their QE before the end of the 1<sup>st</sup> year (August). After the Qualifying Exam, please register for MOME6990 for the following semester. M.S.B.S. QE Guidelines can be found here: <https://www.utoledo.edu/med/grad/biomedical/qualifying-examination.html>  
The 'Report of the Qualifying Examination' must be completed and submitted to the MOME Track Director and Dr. Williams:

### YEAR 2:

- **Register for and complete 2<sup>nd</sup> year MOME curriculum courses: Make sure to register for 9-9-6 credits for Fall, Spring, and Summer semesters, respectively.** <https://www.utoledo.edu/med/grad/biomedical/molecular-medicine/curriculum.html>
- **Ph.D. Qualifying Exam (QE):** Ph.D. students must schedule and pass their qualifying exam before the end of the fall semester of their 2<sup>nd</sup> year (December). After the Qualifying Exam, please register for MOME8990 for the following semester. Ph.D. QE Guidelines can be found here: <https://www.utoledo.edu/med/grad/biomedical/qualifying-examination.html>  
The 'Report of the Qualifying Examination' must be completed and submitted to the MOME Track Director and Dr. Williams:

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- **Work in the lab full time**
- **Research forums:** Students are expected to present a poster or oral presentation in the annual COMLS Graduate Research Forum each spring and the Pharmacology Research Colloquium each summer. The Colloquium is held in the month of June on a rotating basis at UTHSC, Michigan State University, University of Michigan and Wayne State University. Students are encouraged to participate in regional and national conferences of their topic of research.
- **Graduate Advisory Committee meeting.** Both MSBS and Ph.D. students are expected to hold at least one graduate advisory committee meeting per year to assess research progress. For Ph.D. students, the QE counts as one of the required annual meetings. The 'MOME Graduate Student Advisory Committee Meeting Report' must be completed and submitted to the MOME track:  
<https://www.utoledo.edu/med/grad/biomedical/molecular-medicine/pdfs/Information/Advisory%20Committee%20Form-2019.pdf>

By the end of spring semester, each MSBS student, with prior agreement from their mentor and advisory committee, is expected to submit their thesis or present a clear plan for finishing their degree.

### **YEAR 3 until Graduation:**

- **Register for and complete MOME curriculum.** Please note you must not exceed allotted number of courses/course credits per year.  
<https://www.utoledo.edu/med/grad/biomedical/molecular-medicine/curriculum.html>
- **Work in the lab full time**
- **Graduate Advisory Committee meeting.** Ph.D. students should hold at least one graduate advisory committee meetings per year to assess research progress. For MSBS students beyond the 2<sup>nd</sup> year and Ph.D. students beyond the 5<sup>th</sup> year, additional committee meetings may be scheduled (*e.g.*, 3 meetings per year) to ensure that students have a well-outlined plan to degree completion. If needed, the MOME track director may meet with the committee chairperson, major advisor, and student to discuss timelines and project goals.

The 'MOME Graduate Student Advisory Committee Meeting Report' must be completed and submitted to the MOME track: <https://www.utoledo.edu/med/grad/biomedical/molecular-medicine/pdfs/Information/Advisory%20Committee%20Form-2019.pdf>

Students must email a written summary of each meeting to all committee members within 48 hours of the meeting, highlighting major discussion points and project goals for the next six months.

- **Research forums:** Students are encouraged to participate in regional and national conferences on their topic of research. All 3<sup>rd</sup> year and above MOME students are required to present either a poster or oral presentation at the yearly Council of Biomedical Graduate Students (CBGS) Research Forum:  
<https://www.utoledo.edu/med/grad/biomedical/cbgs/graduate-research-forum.html> Students are also expected to present a poster or oral presentation in the annual COMLS Graduate Research Forum each spring and the Pharmacology Research Colloquium each summer. The Pharmacology Research

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Colloquium is held in the month of June on a rotating basis at UTHSC, Michigan State University, University of Michigan and Wayne State University.

### **Additional Notes about the MOME Track:**

- **Vacation, Holiday and Sick Time Off Information:**  
<https://www.utoledo.edu/med/grad/biomedical/time-off.html>
- **Graduate Advisory Committee Chair:** During the first committee meeting, a chairperson (someone other than the major advisor) will be selected by members of the graduate advisory committee. The chairperson will be responsible for: (1) Keeping the meeting organized and on time; (2) Ensuring that the student is making adequate progress towards degree completion; (3) Ensuring that meeting summaries (provided by the student) are accurate and that timelines/goals are achieved.
- **Graduate Advisory Committee Meeting Length:** With the exception of the QE, all graduate advisory committee meetings should be completed within one hour (including 30 minutes student presentation and 30 minutes of discussion). The maximum time for a QE is 3 hours (including 30 minutes student presentation).
- **Permission to Write:** During a Graduate Advisory Committee Meeting, members of the committee may give permission for the student to begin writing their thesis or dissertation.
- **Thesis/Dissertation Preparation and Graduation Forms.** Please see the COGS website for detailed information about deadlines and required forms for graduation.  
<https://www.utoledo.edu/graduate/deadlines.html>. In general, the completed thesis/dissertation must be pre-reviewed by your major advisory and submitted to the committee at least two weeks before the defense date.
- **MOME Information:**  
<https://www.utoledo.edu/med/grad/biomedical/molecular-medicine/>