

# Anatomy and Neurobiology Graduate Student Checklist

Erin Rutherford

## First Year: (August-July)

- IBS Core Curriculum
- Keep all relevant notes (may be needed to study for qualifying exam)
- Rotations (4)
- Keep open dialogue with P.I. of lab you want to go into, no surprises on your part or theirs
- April-May: Pick a lab and start dissertation research (summer after first year) – will use data for seminar in your second year

## Second Year: (August-July)

- Early-mid August register for Fall classes:
  - Statistics 570 (Dr. Wood)
  - ANA 618/710
  - Research credits (ANA 790) to total 9 hours
- All year: Attend departmental seminars (usually on Monday afternoon 4-5:00)
- Due September 1: with advisor's help, pick advisory committee
  - 4 members:
    - Chair (advisor)
    - 2 additional from within department
    - 1 outside department
  - Committee members are usually someone you rotated with or have had class with.
  - Complete "Advisory Committee Request" form:  
<http://www.rgs.uky.edu/gs/DoctoralAdvisoryCommittee.pdf>
  - Keep a copy for yourself and turn one into Angel Schumacher (MN 225)
- Early October: Schedule first committee meeting
  - Bring to Committee meeting:
    1. Outline of proposed research (go over with advisor prior to meeting)
    2. Quick summary of preliminary research completed
    3. Be prepared to talk about plan
    4. Take notes –may be suggestions for direction for your research
    5. To be done within 1 week of meeting: Typed summary of major points of meeting, signed by all committee members and yourself – keep a copy and turn original into the Anatomy and Neurobiology Secretary.
- Early November: Register for Spring classes:
  - Advanced Neuroscience ANA 516 (starts approximately 1 week prior to other university classes, ends approximately 1 week before university spring break)
  - Human Neuroscience ANA 636 (starts at approximate beginning of university spring break)
  - Seminar in Anatomy and Neurobiology ANA 600

- December: Start preparing for 30 minute departmental seminar to be scheduled between January and May
- January-May: Give one 30 minute departmental seminar on your research.  
Schedule committee meeting within a week after seminar.  
To be done within 1 week of meeting: Typed summary of major points of meeting, signed by all committee members and yourself –keep a copy and turn original into the Anatomy and Neurobiology Secretary.
- June-July: Begin to study/prepare for qualifying exam

### **Third Year:** (August-July)

- Early-mid August: Register for Fall Semester  
9 Research credit hours of ANA 769
- Meet with DGS to determine class to TA (either Fall or Spring semester of 3<sup>rd</sup> year)
- August: Schedule Qualifying exam  
Check with committee members for availability  
Exam must be completed within the first 6 weeks of Fall semester  
“Recommendation for Qualifying Exam” form must be completed and received by the Graduate School Office AT LEAST 2 weeks prior to scheduled exam date.  
<http://www.rgs.uky.edu/gs/RecommQualExam.pdf>  
The Anatomy and Neurobiology Secretary should receive the form the day of your exam and give it to your Committee Chair.
- Early November: Register for Spring Semester:  
9 Research credit hours of ANA 769
- December: Start preparing for 1 hour departmental seminar to be scheduled between January and May.
- January-May: Give 1 hour departmental seminar on your research.  
Schedule committee meeting within a week after seminar.  
To be done within 1 week of meeting: Typed summary of major points of meeting, signed by all committee members and yourself –keep a copy and turn original into the Anatomy and Neurobiology Secretary.

### **Fourth Year and Beyond:** (August-???)

- Schedule 2 committee meetings per year  
To be done within 1 week of meeting: Typed summary of major points of meeting, signed by all committee members and yourself –keep a copy and turn original into the Anatomy and Neurobiology Secretary.
- Early-mid August: Register for Fall Semester  
0 Research credit hours of ANA 749 (up to 6 semesters total)
- Early November: Register for Spring Semester  
0 Research credit hours of ANA 749
- December: Start preparing for 1 hour departmental seminar to be scheduled between January and May. If you will do your Dissertation defense within 6 months, you do not need to do a seminar.
- Prepare your dissertation: Follow the Graduate School Guidelines

<http://www.rgs.uky.edu/gs/PrintedDissertationInstructions.html>

- Meet with your advisor and/or committee to decide on an approximate date for your Dissertation defense.
- A “Notification of Intent to Schedule the Final Examination” form must be filled out and completed at least 8 weeks before the exam date.

<http://www.rgs.uky.edu/gs/NotificationFinalDocExam.pdf>

- When the Dissertation is completed, all members of your committee must read the dissertation and a majority must approve it.
- Complete a Dissertation Approval form and a Request for Final Doctoral Examination form and submit them to the Graduate School at least 2 weeks before your Dissertation defense.

<http://www.rgs.uky.edu/gs/DissertationApproval.pdf>

<http://www.rgs.uky.edu/gs/RequestFinalDocExam.pdf>

- Final copies of the Dissertation must be submitted to the Graduate School within 60 days after the final exam.