



UNIVERSITY OF
WISCONSIN-MADISON

DEPARTMENT OF
CHEMISTRY

FALL 2019

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2019 Orientation Schedule

	Mon Aug. 19	Tues Aug. 20	Wed Aug. 21						Thurs Aug. 22	Fri Aug. 23	Tue, Sept. 3		
8:00		Breakfast and Photos 8:00 - 9:00 Shain Atrium	Analytical	ChemBio	Inorganic	Organic	Materials	Pchem					
8:30				Chem Bio Advising 8:40 - 9:15 Rm 9341		Organic Advising 8:15 - 8:50 Rm 8335	Materials Advising 8:30 - 9:00 Rm 3219						
9:00		Welcome Talk Matt Sanders, Exec. Director 9:00 - 10:15 Rm 1315		Chem Bio Advising Appts. w/Blackwell & Gellman 9:20 - 11:00 Rm 5211A & 7132A	Inorganic Advising 9:15 - 9:45 Rm 3219	Organic Advising Appts. w/Burke or Wickens 9:00 - 11:00 Rm 7112 & 6365	Materials Advising Appts. w/Boydston or Jin 9:00 - 11:15 Rm 7365 & 3363A	PChem Advising 9:00 - 9:30 Rm 8351	Faculty Presentations 9:00 - 11:00 Rm 1315	Faculty Presentations 9:00 - 11:00 Rm 1315	Faculty Presentations 9:15 - 11:30 Rm 1315		
9:30													
10:00			Break 10:15 - 10:30		Analytical Advising 10:15 - 10:45 Rm 8335								
10:30		Benefits Char & Marc 10:30 - 11:00			Inorganic Advising Appts. w/Fredrickson 10:15 - 11:50 Rm 6327								
11:00	International Students will be invited to take the Speak Test, Time TBD	Group Joining Steve Burke 11:00 - 11:30	Advising Appts. 10:45-11:45 w/ Bertram Rm 4355						Lunch 11:00 - 12:45 Rm 9341	Lunch on your own	Lunch on your own		
11:30		Lunch 11:30 - 1:00 Rm 9341	Register for classes, complete blue schedule & turn in to Undergrad office 1328 by 1 pm										
12:00				Lunch 11:30 - 1:00 Rm 9341									
12:30													
1:00		Faculty Panel 1:00 - 2:00	Faculty Presentations 1:15 - 4:30 Rm 1315							Faculty Presentations 1:00 - 3:30 Rm 1315	Faculty Presentations 1:30 - 3:30 Rm 1315	Teaching Meetings	
1:30													
2:00		Graduate School Workshops 2:00 - 2:30											
2:30													
3:00													
3:30													
4:00													
5:00	ACS Social "Science on Tap", 5 - 8pm Union South/ Industry Room		Pizza in atrium (1st year students & faculty) 5:00 - 6:00 pm						ISS Training for International Students 3 - 5 pm Grainger Hall				
5:30													

TA Training Next Week!

Welcome to the UW-Madison Chemistry Department! One of the many roles you will hold as first-semester graduate students here is that of teaching assistant. There are many varieties of TA positions here, depending on the course to which you are assigned. Next week, we are going to work to help you prepare for whichever role you will hold.

For now, there is nothing you need to do but (1) keep your schedule open next week and (2) watch for an e-mail from TA Training Committee. That e-mail will include further instructions for how to prepare. There will be homework for each day, including over the weekend for Monday. Expect for training days to occupy 8:30AM to 5:30PM. Your specific schedule, including location information, will be given to you once we know who all is teaching in each path. That information will also be available on the training website, for which you will receive an invitation in due time. It is an intense week, and the goal is to make sure that you are fully prepared when you walk into class on day 1.

The instruction e-mail will be sent at the end of this week. If you have questions that require an answer prior to then, please feel free to reach out to Stephen Block (sblock@chem.wisc.edu). If you already know your path for teaching (which may be different than your PhD path), you may also directly contact one of the individuals associated with that training program.

We wish you well this week and look forward to spending more time with you during the next!

The TA Training Committee:

Stephen Block (general chemistry) (sblock@chem.wisc.edu)

Pam Doolittle (analytical chemistry) (pam.doolittle@wisc.edu)

Aubrey Ellison (organic chemistry) (ajellison@wisc.edu)

Brian Esselman (organic chemistry) (brian.esselman@wisc.edu)

Lea Gustin (general chemistry) (lsgustin@wisc.edu)

Liana Lamont (general chemistry) (lblamont@wisc.edu)

Lindy Stoll (general chemistry) (lstoll@wisc.edu)

**ANALYTICAL
ADVISING SCHEDULE
WEDNESDAY, AUGUST 21ST, 2019**

10:15 am	Group Advising Meeting – Room 8335
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**Individual Advising Appointments
Professor Bertram
Room 4355**

Time	Student
10:45 am	Caroline Anastasia
10:55 am	Thomas Derrah
11:05 am	Brandon Hacha
11:15 am	Isabella Whitworth
11:25 am	Zhijun Zhu
11:35 am	Stephanie Richards (MS)

CHEMICAL BIOLOGY
ADVISING SCHEDULE
WEDNESDAY, AUGUST 21ST, 2019

08:40 am	Group Advising Meeting – Room Chemistry 9341
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Individual Advising Appointments
Professor Samuel Gellman - Room 7132A

Time	Student
09:20 am	Nishit Banka
09:30 am	Jedidiah Chung
09:40 am	Christopher Dade
09:50 am	Hung Dang
10:00 am	Sifei Fang
10:10 am	Gillian Good
10:20 pm	Joshua Immke
10:30 am	Eric Kohn
10:40 am	Joshua Kreisel

Individual Advising Appointments
Professor Helen Blackwell - Room 5211A

Time	Student
09:20 am	Byung Uk Lee
09:30 am	Ethan Licht
09:40 am	John Mannone
09:50 am	Dominic Mattock
10:00 am	Rylie Morris
10:10 am	Ashley Roux
10:20 pm	Emma Santa
10:30 am	Jamorious Smith
10:40 am	Alexander Tetzloff
10:50 am	Wenxin Wu

INORGANIC
ADVISING SCHEDULE
WEDNESDAY, AUGUST 21ST, 2019

9:15 am	Group Advising Meeting – Room 3219
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Individual Advising Appointments
Professor Daniel Fredrickson
Room 6327

Time	Student
10:00 am	Milton Acosta
10:10 am	Froylan Fernandez
10:20 am	Brandon Flores
10:30 am	Ryan Hall
10:40 am	Melissa Hopkins
10:50 am	Richard Huntwork
11:00 am	Haley Morgenstern
11:10 am	Mackinsey Smith
11:20 am	Zhiming Su
11:30 am	AnnaBeth Thomas
11:40 am	Shiyuan (Philip) Zhou

MATERIALS
ADVISING SCHEDULE
WEDNESDAY, AUGUST 21ST, 2019

8:30 am	Group Advising Meeting – Room 3219
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Individual Advising Appointments
Professor Song Jin - Room 3363A

Time	Student
09:00 am	Ryan Belson
09:15 am	Katelyn Michael
09:30 am	Willa Mihalyi-Koch
09:45 am	Anand Ode
10:00 am	Connor Protter
10:15 am	Emily Reasoner
10:30 am	Connor Schmidt
10:45 am	Jonathan Van Buskirk
11:00 am	Rui Wang

Individual Advising Appointments
Professor AJ Boydston - Room 7365

Time	Student
09:00 am	Ernest Alvino
09:15 am	Hyeonjeong Bae
09:30 am	Sarah Benware
09:45 am	Rachel Czerwinski
10:00 am	Princess Merenini
10:15 am	Julia Smith
10:30 am	Patrick Sullivan
10:45 am	Margaret Tetzloff

ORGANIC
ADVISING SCHEDULE
WEDNESDAY, AUGUST 21ST, 2019

8:15 am	Group Advising Meeting – Room 8335
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Individual Advising Appointments
Professor Steve Burke - Room 7112

Time	Student
09:00 am	Sara Alketiar
09:15 am	William (Bill) Breining
09:30 am	Benjamin Chi
09:45 am	Alyah Chmiel
10:00 am	Anthony DiBernardo
10:15 am	Emma Eisenbraun
10:30 am	Mareena Franke
10:45 am	Ethan Hartman

Individual Advising Appointments
Professor Zach Wickens - Room 6365

Time	Student
09:00 am	Minji Kim
09:15 am	Philip Lampkin
09:30 am	Matthew Lish
09:45 am	David Moreno
10:00 am	Tyler Ogorek
10:15 am	Surajudeen Omolabake
10:30 am	Matthew Rossler
10:45 am	Karina Targos

**PHYSICAL
ADVISING SCHEDULE
WEDNESDAY, AUGUST 21ST, 2019**

9:00 am	Group Advising Meeting – Room 8351
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**Individual Advising Appointments
Professor Silvia Cavagnero
Room 5357**

Time	Student
9:45 am	Inhyuk Jang
10:00 am	Yejung Lee
10:15 am	Riley Peterson
10:30 am	Yulia Podorova



Wednesday, August 21	
01:15 pm	Joshua Coon
01:30 pm	Lingjun Li
01:45 pm	Judith Burstyn
02:00 pm	Sam Gellman
02:15 pm	Ying Ge
02:30 pm	Thomas Brunold
02:45 pm	<i>Break</i>
03:00 pm	Silvia Cavagnero
03:15 pm	Randy Goldsmith
03:30 pm	Robert McMahon
03:45 pm	John Wright
04:00 pm	AJ Boydston
04:15 pm	Song Jin

Friday, August 23	
09:00 am	John Berry
09:15 am	JR Schmidt
09:30 am	Ned Sibert
09:45 am	Arun Yethiraj
10:00 am	<i>Break</i>
10:15 am	Martin Zanni
10:30 am	Yang Yang
10:45 am	Gil Nathanson
11:00 am	<i>Lunch Break</i>
01:30 pm	Joel Pedersen
01:45 pm	David Lynn
02:00 pm	Sandro Mecozzi
02:15 pm	Bassam Shakhashiri

Thursday, August 22	
09:00 am	Dan Weix
09:15 am	Weiping Tang
09:30 am	Jeffrey Martell
09:45 am	Zach Wickens
10:00 am	<i>Break</i>
10:15 am	Schomaker Group (Minsoo Ju)
10:30 am	Dawei Feng
10:45 am	Andrew Buller
11:00 am	<i>Lunch Break</i>
01:00 pm	Thomas Record
01:15 pm	Helen Blackwell
01:30 pm	Tina Wang
01:45 pm	Jennifer Golden
02:00 pm	Tim Bertram
02:15 pm	<i>Break</i>
02:30 pm	Daniel Fredrickson
02:45 pm	Etienne Garand
03:00 pm	Ediger Group (Kushal Bagchi & Marie Fiori)
03:15 pm	Robert Hamers

Tuesday, September 3	
09:15 am	Sam Pazicni
09:30 am	Ryan Stowe
09:45 am	Ive Hermans
10:00 am	Pupa Gilbert
10:15 am	<i>Break</i>
10:30 am	Lloyd Smith
10:45 am	Kyoung-Shin Choi
11:00 am	Shannon Stahl
11:15 am	Tehshik Yoon

Course Requirements by Path*

Required	Analytical	Chem Biol	Inorganic	Materials	Organic	Physical
Core Course	621	704	608	one of the following: 613, 624, 630, 652, or 653 (hard)	641	661
Core Course	one of the following: 622, 623, 624, 625, 626, 627, 628, 629, or 630	one of the following: 606, 621, 622, 627, 630, or 668	713	one of the following: 654, 664, or 842 (soft)	841	675
Core Course	one of the following: 622, 623, 624, 625, 626, 627, 628, 629, or 630			one of the following: 613, 624, 630, 652, 653, 654, 664, or 842		Seminar 960 ⁴ for 2 credits
Seminar	Seminar 920	Seminar ²	Seminar 900 ³	Seminar 920	Seminar 940	Seminar 960 ⁴
Group Meeting	964 ¹	964 ¹	964 ¹	964 ¹	964 ¹	964 ¹
Safety Course (Jan 14-17)	607	607	607	607	607	607
Incoming Student Course (Fall)	901	901	901	901	901	901
Minor (9 cr)	satisfy	satisfy	satisfy	satisfy	satisfy	satisfy
Recommended Courses			two of the following: 606, 613, 630, 714, or 801		strongly: 605, 636, 843	one of the following: 664, 665, 668, 762, 763, 775, 777, 860, 864, 872
Research	993 ¹	998 ¹	994 ¹	996 ¹	990 ¹	992 ¹

*Students are recommended to sign up for the maximum number of credits in fall and spring (15 credits). Research credits can be adjusted to reach the maximum credits

¹Students should sign up for the group meeting and research course in the section of the adviser. Incoming students should sign up for section 1 of the research course in the fall semester.

²Students should sign up for the seminar course recommended by their adviser.

³Fall and spring semesters of the first two years, the incoming graduate students are required to read 2 journal articles, submit 5 questions, and write a 3-4 page paper about the research of a designated seminar speaker.

⁴Take for 2 credits in spring of first year. Other semesters take for 0 credits.

Chemistry Graduate Classes Offered Fall 2019 - Spring 2020

Fall 2019				Spring 2020			
Course	Path	Faculty	Time/Day/Room	Course	Path	Faculty	Time/Day/Room
547	O	Weix	12:05 MWF #1315	505	O	Hermans Banholzer	1:00 TR #B371
561	P	Woods	9:55 MWF #B371	511	I	Berry	1:20 MWF #2373
562	P	Yang	8:50 MWF #B371	524	A	Bertram	9:55 TR #1315
563/564	P	Nathanson	1:20 MTWR #B200	561	P	Sibert	9:55 MWF #1315
	S	Wendt	1:20 MTWR #B200	562	P	Yethiraj	8:50 MWF #1315
565/665	P	Record	8:50 MTWF #1315	563/564	P	Zanni	1:20 MTWR #B200
608	I	Fredrickson	11:00 MWF #2307		S	Wendt	1:20 MTWR #B200
621	A	Wright	8:50 MWF #2377	565/665	P	Cavagnero	9:55 MTRF #B371
622	A	Li	9:55 TR #1116 Rennebohm	605	O	Schomaker	12:05 MWF #1315
624	A	Choi	11:00 TR #8335	606	I	Brunold	11:00 MWF #2373
629	A	Bertram	9:55 MWF #2311		I	Burstyn	
636	S	Hofstetter	11:00 M #2373	623	A	Wright	8:50 TR #B379
641	O	McMahon	12:05 MWF #2373	628	A	McClain	On-Line Course
	O	Martell		636	S	Hofstetter	8:50 T #2311
652	A	Hamers	11:00 MWF #2311	638	S	Vestling	9:55 R #2311
661	P	Yethiraj	11:00 MWF #8335	654	O	Boydston	9:30 TR #8335
668	P	Cavagnero	8:50 MWF #8335	801	I	Fredrickson	2:25 MWF #8335
675	P	Sibert	9:55 MWF #8335	841	O	Burke	11:00 MWF #1315
704	O	Buller	11:00 TR #2131 DeLuca Biochem		O	Weix	
713	I	Berry	2:25 MWF #2307	845	O	Gellman	1:20 MWF TBD
714	I	Stahl	9:30 TR #8335	890 (PharmSci)	CB	Blackwell	TBD
843	O	Wickens	9:30 MW #2373 8:50 F #2373	960	P	Yang	11:00 T #1315, 1:20 MW #8335

Seminar Days and Times
(Chemistry Seminar Hall #1315)

Path	Day	Time
Physical	Tuesday	11:00 am
Organic	Tuesday	3:30 pm
Chem Bio	Tuesday	3:30 pm (alternate with Organic)
Inorganic	Wednesday	3:30 pm
Analytical or Materials	Thursday	12:05 pm
Chem Bio	Thursday	11:00 am
Organic	Thursday	3:30 pm (2 nd option)
Colloquia	Friday	3:30pm

Instructions for Completing Blue Schedule Cards Fall 2019 - in room 1375 from 9am-12:45pm

*If you will (or might) be teaching Fall 2019 semester, please complete a blue schedule card and return to the **Undergraduate Chemistry Office, Room 1328**. We need schedules from all TAs/FAs/UAs teaching in all areas, except for the Instrument Center Tech TAs. **Please return completed card on Wednesday, August 21, 2019.***

1. **Identifying Information.** Fill in last name, first name, UW email, cell phone, and campus phone (if applicable). Indicate the appropriate semester by filling in the last two digits of the year. Graduate students should complete the section on the middle right (year, path, advisor, etc.). Everyone should note previously taught courses. Feel free to indicate your course preference(s), but keep in mind that teaching assignments are most often dictated by a very complicated scheduling puzzle!

2. **Schedule Grid. **PLEASE USE PENCIL FOR THIS PART****

- a. **USING PENCIL**, please record your class schedule for the fall semester and any commitments that will affect your teaching assignment (e.g., group meetings and seminars).
 - b. Note that the time grid is set up along the University's class schedule, assuming that classes are all 50 minutes long. Some classes are 75 minutes long and they don't fit neatly into this grid. If you have an obligation that does not line up with the times in the given spaces, indicate in the adjoining blocks that you will be unavailable and write the exact start and end times of your commitment. For example, if you have class Tuesdays from 9:30am-10:45am, use both the 8:50-9:40 and 9:55-10:45 blocks and write in "9:30-10:45; CHEM 654".
 - c. Please be sure to indicate what your obligation is for each time you have indicated you are unavailable. For example, write "CHEM 766" or "Seminar". **DO NOT use just an "X."**
 - d. If you have more than one seminar on your schedule please rank them in order of priority, where 1 = highest priority. While we will do our best to accommodate seminars, we sometimes are unable to do so. Do the same thing for group meetings, if you have multiple ones.
 - e. If you have a commitment that is outside of the Chemistry building and some distance away (e.g., in Pharmacy), please make a note on the bottom of the card.
 - f. If any of your commitments are flexible, please indicate so on the card.
 - g. If you have any uncertainties in your schedule, please explain on the bottom of the card. If you need more room, you may use the back. Please indicate clearly on the front that more information is on the back.
3. **Changes?** If you make any changes to your schedule, please stop by the Undergraduate Chemistry Office (room 1328) as soon as possible to correct your card.

**PLEASE RETURN THE BLUE SCHEDULE CARD TO
Undergraduate Chemistry Office, Room 1328
by Wednesday, August 21, 2019, no later than 1pm.**

Academic Calendar 2019-2020

Event	Dates
Register for Fall Classes	August 21
Orientation	August 20-23, September 3
TA Training	August 26-30, September 3
Fall Instruction Begins	September 4
Rotation #1	September 9 – 27
Rotation #2	September 30 – October 18
Rotation #3	October 21 – November 8
NSF GRFP Due	Oct. 21 (Life Sciences) Oct. 22 (Materials Research) Oct. 24 (STEM Education) Oct. 25 (Chemistry)
Last Day to Add/Drop Fall Classes w/o Dean Approval	November 1
Last Day to Request Pass/Fail or Credit/Audit Options for Fall Classes	November 1
Spring Enrollment Begins	November 11
Match Period for Research Group	November 11 - 15
Rotation #4 (optional)	November 18 – December 6
Thanksgiving Recess	November 28 – December 1
Deadline for Graduate Students to Withdraw from the Fall Semester	December 11
Last Day of Fall Classes	December 11
Final Exams	December 13 – 19
Winter Break	December 20 – January 20
Chem 607 Safety Course	January 14 - 17
Spring Instruction Begins	January 21
Spring Break	March 14 - 22
Last Day to Add/Drop a Spring Class w/o Dean Approval	March 20
Last Day to Request Pass/Fail or Credit/Audit Options for Spring classes	March 20
Deadline for Graduate Students to Withdraw from the Spring Semester	May 1
Last Day of Spring Classes	May 1
Final Exams	May 3 - May 8

Department Waiver for Courses Taken at Other Institutions

A graduate student can receive a Departmental waiver for up to 12 credits toward UW-Madison PhD course requirements for courses taken at other institutions. These courses will not appear on the UW-Madison transcript nor count toward the graduate career GPA at UW-Madison. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

To waive courses, you will need to:

1. Fill out the following form
2. Print the form and obtain a signature of approval from the UW-Madison faculty member.
3. Return a signed copy of the form to Arrietta Claus.

Date _____

Student Name _____
Last First

UW-Madison course

Course number _____

Course name _____

Number of credits _____

Instructor _____

(Printed)

(Signature)

Other institution course

Institution name _____

Course number _____

Course name _____

Number of credits _____

Grade received _____

Short description of the course

Students are required to attend research presentations by faculty in their path and are strongly encouraged to attend presentations by all other faculty

Faculty affiliated with Analytical Sciences Path: Bertram, Cavagnero, Choi, Coon, Garand, Ge, Goldsmith, Hamers, Jin, Li, Smith, Wright, and Zanni

Faculty affiliated with the Chemical Biology Path: Blackwell, Brunold, Buller, Burstyn, Cavagnero, Coon, Forest, Ge, Gellman, Goldsmith, Hamers, Hoskins, Jin, Li, Lynn, Martell, Mecozzi, Record, Smith, Tang, Wang, and Zanni

Faculty affiliated with the Chemical Education Chemistry Path: Moore, Pazicni, Shkhashiri, and Stowe

Faculty affiliated with the Inorganic Chemistry Path: Berry, Brunold, Burstyn, Choi, Feng, Fredrickson, Goldsmith, Hermans, Jin, Martell, Stahl, Weix, Wickens, Wright, and Yoon

Faculty affiliated with the Materials Chemistry Path: Boydston, Choi, Ediger, Feng, Fredrickson, Gellman, Goldsmith, Gong, Gopalan, Hamers, Hermans, Jin, Martell, McMahon, Nathanson, Pedersen, Schmidt, Smith, Wright, and Zanni

Faculty affiliated with the Organic Chemistry Path: Berry, Blackwell, Boydston, Buller, Cavagnero, Feng, Gellman, Golden, Goldsmith, Gopalan, Hermans, Lynn, Martell, McMahon, Mecozzi, Record, Schomaker, Stahl, Tang, Weix, Wickens, and Yoon

Faculty affiliated with the Physical Chemistry Path: Bertram, Brunold, Cavagnero, Ediger, Fredrickson, Garand, Gellman, Gilbert, Goldsmith, Hamers, Hoskins, Jin, McMahon, Nathanson, Record, Schmidt, Sibert, Wright, Yang, Yethiraj, and Zanni

Selecting a Graduate Research Advisor

A major objective for new graduate students is to join a research group. The UW–Madison Chemistry Program Faculty recognize that each new student will have his or her own approach, but we have developed several mechanisms to facilitate the process. The procedure has four overall components: faculty interaction, individual research into groups, interaction with group members, and timeliness. Key features of this procedure are as follows:

1. All students should attend all or as many as possible of the research talks at which faculty members will outline research opportunities in their groups. These seminars prior to Fall term are short and provide only a snapshot of each group, so you will need to complement this information with your own research. It is extremely valuable to look at faculty web pages **before** their overview seminar, as it will help you put the seminar in context. An initial goal is for you to identify groups whose research interests you.
2. Although you will choose 3 groups for rotations, students should meet to discuss research opportunities in greater depth with at least ~5 faculty members. You are encouraged to meet with all faculty members whose research interests you. You should come to these meetings prepared to discuss recent papers published by the faculty member and possible future directions of their research.
3. All students will participate in at least 3 rotations. These rotations provide a mechanism for new students to interact more extensively with a faculty member and other group members.
4. Neither students nor faculty members can make any commitment before the group matching process in mid-**November**.

The features above facilitate the selection process by providing you with the means to extend and amplify your knowledge of chemistry research at UW-Madison.

- **Feature 1** provides all new students with an overview of activities on the UW campus.
- **Features 2 & 3** give students an opportunity to become familiar with research interests within the Chemistry Ph.D. program, and beyond. The meetings with faculty ensure that new students appreciate the full range of research opportunities available. Take advantage of the opportunity to get to know a wide range of faculty and students.
- **Feature 3** provides a mechanism to get to know group members as well as advisors. Interaction with a potential advisor is not the only way to judge a prospective research group. You should attend group meetings (of groups you are rotating with as well as those pursuing research of interest to you) to get a sense of the range of research projects as well as the laboratory dynamics. If the group you are considering has senior students or postdoctoral associates, you also should seek their perspective. They can introduce you to their research goals, those of their research group, and provide insight and perspective on the mechanics of the group selection process. Additionally, you will want to hear their perspective on “life” in the group.
- **Feature 4** ensures that new graduate students have the time to make the necessary faculty and group contacts prior to making a final decision. New graduate students are encouraged to start their evaluation of potential advisors as soon as possible, because the first rotation choices are due in late August/early September. The evaluation period should continue throughout the rotation periods, as research interests can evolve as students learn more about the wide range of options.

Choosing a Research Group: Rotations for Fall 2019

The choice of a research group is the most important decision you will make in your first semester of graduate school. Get an early start on thinking about which groups you might want to join. Collect information from a wide variety of sources including the faculty, the graduate students, publications, websites, and faculty talks during Orientation. Carry out rotations in, and attend the meetings of, the groups in which you are most interested.

You are required to carry out three rotations and interview at least five different faculty members before making your decision. As you narrow down your choice of groups, be sure to discuss with the faculty members whether they are taking students onto the projects in which you are interested.

Rotation Schedule

- **Rotation 1:** Sept. 9th - Sept. 27th
- **Rotation 2:** Sept. 30th - Oct. 18th
- **Rotation 3:** Oct. 21st - Nov. 8th
- **Rotation 4:** Nov. 18th - Dec. 6th (optional)

Submit your rotation choices (in order of preference) via the online form (www.chem.wisc.edu/content/rotation-selection-form) by 9 a.m. on the following dates:

- **Rotation 1:** Sept. 4th
- **Rotation 2:** Sept. 25th
- **Rotation 3:** Oct. 16th
- **Rotation 4:** Nov. 15th

During these rotations you will have the following opportunities: 1) discuss the research, laboratory, and potential projects with the faculty member; 2) interact with students in the faculty member's laboratory; and 3) attend group meetings and/or any associated super-group meetings (schedules permitting). Depending upon the faculty member and your schedule, you may also engage in research and/or read faculty research papers. Contact the faculty member as soon as assigned to devise a plan to gain familiarity with the group and research. Use the Faculty Interview Form to report contact with faculty members during this process.

During the rotations, you are also free to interact with other research groups, e.g., discuss the research and attend group meetings, etc.

Chemistry and chemistry-affiliated faculty members will present short talks on their research during Orientation. These talks will introduce you to the research group, but the talks should NOT serve as the sole basis for choosing rotation laboratories. You should consider the following questions in making the decision about which group to rotate with and ultimately join.

To aid in the process of choosing a group, here is a list of questions you may wish to consider asking before you make your decision:

- Is the group right for your personality? Is the group size comfortable for you? Is the group dynamic right for you? Are you comfortable with the people? (Keep in mind that groups change as students come and go; you will interact longest with students who are closest to you in terms of years in the program.)

- Does the faculty member communicate well with you? Do you like the faculty member's management style? Will you work successfully with this faculty member as your research advisor?
- Is the group right for you, scientifically? Does the research interest you? Are you excited about the group's approach to science? Are there several projects you would be eager to work on? Are there instruments or techniques that interest you? Is the faculty member accepting students on the project(s) in which you are interested?

Upon completion of laboratory rotations, you will submit your top three (3) choices for research groups (option to pick five) in a ranked order via the Research Group Selection Form. This form must be submitted before noon on November 10.

Matching Process

Group matching initial step: By the designated date (November 10), first-year students submit a ranked list of three to five (**3-5**) research advisor selections to the Graduate Student Coordinator (GSC).

Round 1:

- The GSC informs Principal Investigators (PIs) of interested students (with rankings unspecified).
- PIs rate interested students (within 24hours) as **potentially acceptable** (e.g., dependent on space or funding) or **not acceptable**. PIs can (should) rate more students as potentially acceptable than there are available positions.
- PIs indicate maximum number of openings in their group and any contingencies that may affect that number.
- Preliminary match is made between student's top choice and PI, if PI has ranked student potentially acceptable; facilitated by the Graduate Curriculum Committee (GCC); PI must ratify.
- PI commits- **DONE (SUCCESSFUL MATCH)**
- Unmatched students go to Round 2.

Round 2:

- PIs indicate a firm YES or NO for each remaining potentially acceptable student.
- Student gets his/her next highest ranked match if PI has indicated a firm YES; facilitated by the Graduate Curriculum Committee (GCC); PI must ratify.
- PI commits-DONE (SUCCESSFUL MATCH)
- Students are informed of matches within 1 week of submission of ranked PI choices.

The path chair or the Graduate Curriculum Committee, all of whom will have knowledge of groups seeking students, will advise unmatched students remaining after Round 2. It is anticipated that this will be a small number of students. The major role of the Graduate Student Coordinator and the Graduate Curriculum Committee in this process is to communicate student and faculty preferences efficiently and to coordinate these preferences to result in optimal matches. Student preferences have priority. Matches are initiated by students and finalized by faculty.

Research Group Meetings

Professor	Day	Time	Location	Notes
Berry, John	Monday & Wednesday	9:00 - 11:00 am	Chem 9341	Starting September 4th
Bertram, Timothy				
Blackwell, Helen	Friday	1:30-3:30 PM	Chem 8335	
Boydston, A.J.	Varies			Contact Prof. Boydston for up-to-date information
Buller, Andrew				
Burstyn, Judith	Thursday	3:30 PM	Chem 8335	
Cavagnero, Silvia	Wednesday	4:30 PM	Chem 8335	
Choi, Kyoung-Shin	Thursday	5:00 PM	Chem 3219	
Coon, Joshua	Friday	10:00 – 11:30 AM	Genetics – Biotechnological Center 425 Henry Mall	
Ediger, Mark				
Forest, Katrina	Thursday	11:30-1:00 PM	Microbial Sciences Building 6503	Please Email Prof. Forest directly before attending a meeting
Fredrickson, Daniel	Friday	1:30-3:30 PM	Chem 6337	
Garand, Etienne				
Ge, Ying	Thursday	4:00 - 6:00 PM	WIMR 8571	
Gellman, Samuel	Wednesday	7:00 PM	Chem 9341	
	Friday	3:00 PM	Chem 9341	
Golden, Jennifer	Tuesday	9:30 AM		Contact Prof. Golden for approval to attend a group meeting (some projects discussed are not for "public information")
Goldsmith, Randall				
Gong, Sarah				
Gopalan, Padma				
Hamers, Robert	Monday	4:30 - 6:30 PM	Chem 3219	
Hermans, Ive	Monday	10:00 AM	Union South	
Jin, Song	Tuesday	4:00 PM	Chem 3219	
Li, Lingjun	Wednesday	4:30 – 6:30 PM	1116 Rennebohm Hall	
Lynn, David	Friday	9:00 AM	Engineering Hall B651	
Martell, Jeffrey	Wednesday	4:30 PM	Chem 8132	
McMahon/Woods	Thursday	3:30 PM	Chem 3219	
Mecozzi, Sandro				
Nathanson, Gil				
Pazicni, Sam	Thursday	9:00 - 11:00 AM	Chem 8351	
Pedersen, Joel				
Record, M. Thomas				
Schmidt, J.R.	Tuesday	1:00 PM	Chem 8305F	
Schomaker, Jennifer	Monday	5:00 PM	Chem 8335	
Schwartz, David				

Research Group Meetings

Sibert, Ned			
Smith, Lloyd	Friday	2:30 – 4:30 PM	Chem 4202
Stahl, Shannon	Tuesday	7:30 PM	Chem 1315
	Saturday	10:00 AM	Chem 3219 (Subgroups)
Stowe, Ryan	Thursday	9:00 - 11:00 AM	Chem 8351
Tang, Weiping	Thursday	3:00 PM	1116 Rennebohm Hall
Wang, Tina	Tuesday	4:00-6:00 PM	Chem 5209
Weix, Dan	Thursday	1:30 PM	Chem 9341
Wickens, Zach	Monday	12:00 PM	Chem 8335
	Thursday	6:00 PM	Chem 9341
Wright, John	Wednesday	3:30 – 5:30 PM	Chem 3219
Yang, Yang			
Yethiraj, Arun	Thursday	2:00 PM	Chem 8305F
Yoon, Tehshik	Thursday	7:00 PM	Chem 8335
Yu, Lian	Tuesday	9:00 AM	Rennebohm Hall 4103
Zanni, Martin			

***Please Note:** Blank spaces indicate information was unavailable at the time these pages were compiled. Please fill in information as presented to you during Orientation Week by faculty and group members.

Becoming a Successful Ph.D. Graduate

A successful Ph.D. graduate has carried out and disseminated original research that went to the edge of current knowledge in his or her field and pushed that edge out a little further.

How do I become a successful Ph.D. graduate?

- I become an expert in a particular area of chemistry.
- I design and implement an original research project.
- I communicate my knowledge effectively orally and in writing.
- I have the confidence and creativity to tackle new problems.
- I become an expert learner.

A Ph.D. graduate is an expert learner.

An expert learner has a sound foundation knowledge of the field, keeps abreast of important new developments through self-teaching, and makes connections to other fields. He or she has the tenacity, courage and humility needed to work at the low end of the learning curve over and over again. He or she eagerly faces the challenge of continually being a beginner working alongside expert learners in other fields.

Expert learners draw information from many sources. Expert learners do not rely on others to expand their knowledge: they are self-taught. Expert learners discover how to separate that which is known from that which is not, and how to define questions whose answers push forward the current state of knowledge.

Your job in graduate school is to become an expert learner.

Characteristics of a Ph.D. graduate

- Expertise in a domain
- Breadth of scientific knowledge
- Ability to find, define and solve problems
- Skill in oral, visual, and written communication
- Works well as a member of a team
- Confident and independent
- Creative and motivated

Future employers/postdoctoral mentors who hire you as a Ph.D. graduate expect you to lead others to solve new and important problems in your general area of expertise.

Note that chemistry Ph.D. programs generally do not provide explicit training in leadership or management. You may want to augment your chemistry training with other experiences that develop these skills. The UW-Madison Chemistry Department does provide opportunities for students to take on leadership roles in a variety of contexts. Although the department does not provide explicit leadership training, other organizations within the university do. You will have to seek out such opportunities.

Your most important job is to ensure that your graduate training meets your own needs.

UW-Madison Chemistry Graduate Student Expectations

1. The graduate student bears primary responsibility for the successful completion of his/her degree program. Accordingly, the student will demonstrate thoughtful commitment to success in coursework and research. The student is expected to maintain a high level of professionalism, self-motivation, curiosity, and to conduct his/her work with ethical integrity.
2. The student will be matched with a research advisor in November of the first semester of study. The student will make selections of potential matches by carefully studying the research of departmental faculty (and/or faculty outside of the department) and by initiating meetings with faculty members of interest to discuss the possibility of becoming a member of their research group. The student will participate in three research group rotations during the first semester, with an option of a fourth rotation, <chem.wisc.edu/content/chemistry-rotation-guidelines>. The student will determine the exact nature of the rotation through discussion with the research advisor during the first few days of the rotation. The student will fill out a [form](#) selecting his/her top three research groups (five, if necessary) he/she would like to join by early November. Student selections will be determined by the group-joining process ([section 3.3.5 of the Student Handbook](#)), and the students will be informed of their assignment by email.
3. The student will work closely with her/his research advisor to develop an appropriate research plan for her/his PhD dissertation. This includes establishing a timeline for each phase of the project. The student will strive to meet established deadlines and will provide the research advisor with regular updates on the results of research activities and experiments. The scheduling of the updates will be decided and agreed upon by the PI and student. As needed, the student will adapt the research plan in consultation with the research advisor.
4. The student will select a mentoring committee by the first semester of the second year. The student will work with the research advisor and mentoring committee members to fulfill the requirements for the PhD degree including completion of required coursework, filling out the minor agreement form, the second year thesis background exam (TBE), the third year research proposal (RP), the fourth-year seminar/meeting, and the PhD thesis and oral examination. The student will be responsive to advice and constructive feedback from the members of his/her mentoring committee.
5. The student, unless they have outside research funding, will be supported by the advisor with a mixture of Teaching Assistant (TA) and Research Assistant (RA) appointments. These appointments pay for tuition and a stipend but not for associated segregated fees or health insurance. The appointment of students to TA or RA is up to the advisor and will vary depending on the financial situation of the group, project deadlines, and established practice. Students should expect to TA at least two semesters in their PhD at UW-Madison.
6. The student will be knowledgeable of and comply with all policies and requirements of the Department of Chemistry, the Graduate School, and the University of Wisconsin. This includes reading the Graduate School Guide guide.wisc.edu/graduate/, Graduate School Academic Policies and Procedures grad.wisc.edu/academic-policies/, the department's PhD requirements chem.wisc.edu/content/phd-requirements, and the department's Student Handbook chem.wisc.edu/deptfiles/GradProgOffice/Handbook. The PhD thesis document must conform to the Graduate School's PhD Guidelines grad.wisc.edu/current-students/doctoral-guide/.
7. The student will comply with all group, Department of Chemistry, and institutional policies regarding safe and ethical laboratory practices. This includes attending Chem 607 (Laboratory Safety) in January of the first year; yearly group, departmental, and institutional safety training; and compliance with the requirements of this training. The student commits to use mandated personal protective equipment at all times in the laboratory.

8. The student will actively participate in all laboratory meetings, seminars, etc. that are a part of her/his educational program. This will generally include group research meetings, departmental seminars (1-3), and other special events.
9. The student will be a good lab citizen. The student will participate in shared laboratory responsibilities and will use lab resources carefully and frugally. The student will be respectful of all laboratory, departmental, and institutional personnel and will work collegially with these personnel.
10. The student and advisor will discuss policies on work hours, sick leave, and vacation. An outline of the Graduate School's benefits can be viewed at grad.wisc.edu/documents/appendix-2/ and the department's benefits in the [Student Handbook, section 5.2](#). The student will comply with these policies and will notify the research advisor and fellow laboratory personnel well in advance of planned absences.
11. The Graduate School's policy on responsible conduct in research can be viewed at grad.wisc.edu/documents/responsible-conduct-of-research/. There are sections on professional conduct ([section VII](#)) and misconduct ([section VIII](#)) in the Student Handbook. The student will participate in departmental or institutional Responsible Conduct of Research Training and Teaching Assistant training as directed by the research advisor or departmental and institutional leadership.
12. The student will accurately document all research activities and experiments. All tangible research data, including digital files, should be carefully maintained by the student in consultation with the research advisor. The student should be aware that these records and data are the property of the institution and should be archived in accordance with institutional policies in consultation with the research advisor. It is the student's duty to provide data, in any form specified, when requested by the advisor.
13. The student and research advisor will discuss policies on authorship and attendance at professional meetings. The student will work with the research advisor to prepare research results for publication. The student is responsible to ensure that all published work to which they have contributed is accurate and in compliance with the ethical conduct of research.
14. Publication in reputable peer-reviewed journals is an important indication of the quality of scientific research. As such, the student will strive, in consultation with the research advisor, to conduct research that will meet this standard. It is generally expected that work leading to the PhD degree will be disseminated by publication in peer-reviewed journals.
15. The student accepts primary responsibility for the development of her/his career following the completion of graduate studies. The student will seek guidance from the research advisor, members of the mentoring committee, other mentors, and peers regarding resources available for the development of future career paths. The students are encouraged to be aware of and participate in university courses that can help them build skills for their future career paths.

Department of Chemistry - Ph.D. Requirements

View the [Graduate School's general guidelines](#) for completing your degree. The Chemistry Department's requirements for the Ph.D. are listed below.

First Year

- TA Training: First week before the beginning of fall and spring semesters.
- [Rotations](#): Three research group rotations, completed by early November.
- [Coursework](#): Required coursework varies by path (see below). All coursework is to be completed by the fall semester of the second year.
- Complete the minor agreement form in January.

Second Year

- Choose a mentoring committee by December 1. Rank 3-5 faculty on the committee preferences form to be on the mentoring committee.
- Thesis background examination (TBE): The examination will consist of a written report and an oral defense. The details about the exam are [here](#) and the evaluation form is [here](#). The student brings the evaluation form to the oral exam.

Third Year

- Original Research Proposal Examination (RP): The examination will consist of a written proposal and an oral defense. The details are the exam are [here](#).
- Successfully passing all program requirements through the third year will complete the requirement for admission to candidacy.
- At least 3 weeks before oral defense, request warrant for Research Proposal [here](#). The student brings the warrant and [evaluation form](#) to the oral exam.

Fourth Year

- Fourth-Year Mentor Committee Meeting: The Fourth-Year Mentoring Committee form should be completed by the student and the research advisor and be provided to all of the mentoring committee members before the meeting. The 4th year requirement includes a presentation of the student's research to the mentoring committee (open to others, if desired), followed by a closed discussion of the results and future plans between the student and committee.

Fifth Year

- Dissertation defense: The examination will consist of a written dissertation and an oral defense.
- Students who have not set a date for their dissertation defense by the end of their fifth year will meet with their mentoring committee members at least once per year until completion of the degree.
- At least 3 weeks before oral defense, request PhD Final Degree warrant [here](#)

Timeline of PhD Requirements

Year	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
1st	Rotations and Group Joining			Minor Agreement Form						
2nd	Mentoring Committee			TBE (full paper to committee 7 days before oral)						
3rd	RP (1-page summary)		RP (full paper to committee 7 days before oral)			RP (1-page summary)		RP (full paper to committee 7 days before oral)		
4th									Fourth Year Meeting	

MINOR AGREEMENT FORM INSTRUCTIONS

The purpose of the minor is to add breadth to a PhD major. Fill in the courses for the minor and get your advisor's signature. The Minor form must be filed with the Chemistry Graduate Office (Room 2108) half way through your coursework, which is typically before the spring semester of your first year. It is okay if some of the courses do not have grades.

Basic Requirements

A GPA of 3.0 must be maintained in the minor. All courses must be 300 level or above, taken after the bachelor's degree (or equivalent). You may not use 99x courses (research, seminar, and group meeting) for your minor. Chem 901 and Chem 607 cannot be used as the minor courses. Courses taken for pass-fail or audit may not be used. Courses with grades of S (satisfactory) or CR (credit) are acceptable. No core courses in your path can be counted toward the minor.

Transfer Work

If you are requesting to use courses taken at another university, for example, from a master's degree, fill out the "Waiver for Courses Taken at Other Institutions" form. Please submit these forms with the Minor form to the Chemistry Graduate Office.

*OPTION A

Requires a minimum of **9 credits in only one department outside of chemistry** (for example: Pharmacy or Chemical Engineering). See individual department for specific requirements, as many require more than 10 credits. Option A requires signatures of your major adviser and of the minor department chairperson.

**OPTION B

Requires a minimum of **9 credits in two or more divisions/departments** outside of the student's major **Chemistry Path**. Option B requires signatures of your major advisor, and of the major department associate chairperson*. (*This signature will be obtained through the Chemistry Graduate Office).

*Ph.D. Minor Agreement Form		Example Option <u>A</u>
Student Name (Last, First, Middle)	Student 10-digit I.D.Number	
SMITH, JOHN ROBERT	900-123-1234	
Name of Degree Major	Area of Specialization Within Major	
CHEMISTRY	INORGANIC	
Name of Minor Option (e.g., A = Pharmacy; B = Distributed)	Name of Advisor	
A – Chemical Engineering	PAUL PROFESSOR	

**Ph.D. Minor Agreement Form		Example Option <u>B</u>
Student Name (Last, First, Middle)	Student 10-digit I.D.Number	
SMITH, JOHN ROBERT	900-123-1234	
Name of Degree Major	Area of Specialization Within Major	
CHEMISTRY	ANALYTICAL	
Name of Minor Option (e.g., A = Pharmacy; B = Distributed)	Name of Advisor	
B – DISTRIBUTED	PAUL PROFESSOR	

Ph.D. Minor Agreement Form
DEPARTMENT OF CHEMISTRY

Date _____

Student Name

Student 10-digit I.D. Number

Last First Middle

Name of Degree Major

Area of Specialization Within Major

Name of Minor Option (e.g., A = Pharmacy; B = Distributed)
(see reverse side for instructions)

Name of Advisor

LIST MINOR COURSES *You may include future courses that you intend to take toward the Minor. Grade(s) will be inserted when coursework has been completed.*

Department	Course #	Course Title	Credits	Grade	Term
		<i>[Example]</i>			
Biochem.	601	Protein & Enzyme Structure and Function	2	A	Spr11

Signature: Major Advisor: Options A & B

Date

Signature: Minor Department: Option A

Date

Signature: Major Department Associate Chairman: Option B

Date

Advising and Selection of Mentoring Committee

During the first semester in the Ph.D. graduate program at UW-Madison Department of Chemistry, the path chair serves as the advisor to the incoming graduate students. This relationship continues until the Ph.D. student joins a research group in mid-November, after which the PI of the research group serves as the student's **research advisor**. The path chair continues to advise the students who need longer to join a research group.

The student is responsible for fulfilling the departmental and graduate school requirements for the Ph.D. degree. The research advisor shares responsibility for ensuring the fulfillment of these requirements. The research advisor's responsibilities begin at the time of the advisor's agreement to accept the student into their group. In addition to supervising the research, the research advisor is expected to guide the student on course selections, examinations, independent research pertinent to the student's general development as a scientist, and any other matters affecting the student's general progress toward a degree.

A student also gets advice and feedback from a **mentoring committee** (three faculty members including the research advisor), which administers the second-year TBE, gives feedback on the third-year RP, contributes to any subsequent requirements, and makes up part of the Ph.D. dissertation committee. The research advisor is not the chair of the mentoring committee. The mentoring committee chair is selected by Graduate Program staff, with guidance from the student (see below).

The faculty members on the mentoring committee are an important resource for the graduate student for scientific and professional advice and second opinions. When a student is applying for fellowships and for future employment, the student typically needs 2-3 recommendation letters; developing a mutual familiarity with the faculty on the student's mentoring committee is a good way to build these relationships, resulting in more detailed, informed recommendations.

No later than December 1 of the fall semester of their second year, each student indicates several ranked choices of faculty on the committee preference form to be on their mentoring committee and submits this list to Graduate Program staff. Faculty from outside of the department can be on the mentoring committee (e.g. someone possessing expertise relevant to the research). Faculty not affiliated with Chemistry must be pre-approved by the research advisor. Before the spring semester of the second year, Graduate Program staff makes the mentoring committee assignments based on the student preferences with the approval of the faculty.

Students and their mentoring committee members will meet in the student's 2nd year for the TBE (Thesis Background Exam) and in the 3rd year for the RP (Research Proposal). In the 4th year, students will meet with their mentoring committee members for the 4th Year Mentoring Committee Meeting. This important meeting is designed to provide a summary of progress and to establish a timeline for completion of work required the PhD degree. The Unified 4th Year Mentoring Committee Form should be completed by the student and the research advisor and be provided before the meeting to all mentoring committee members and to graduate program staff. The 4th year requirement includes a presentation of the student's research to the mentoring committee (open to others, if desired), followed by a closed discussion of results and plans between the student and committee members.

Normally, the Ph.D. thesis will be completed and defended by the end of the 5th year or soon after. In the event that more time is needed, the mentoring committee will convene during the 5th and any subsequent years for a thesis planning meeting, during which the timeline and objectives for finishing the thesis will be reviewed.

THESIS BACKGROUND EXAM (TBE) REQUIREMENTS

Written Document

- Project title and overview (1 page)
- Student CV/resume (1-2 pages)
- Research plan (max of 4,500* words, exclusive of figures and schemes)
 - Hypotheses and/or research objectives (suggested 500 words)
 - Background & significance and summary & discussion of research progress (suggested 3,000 words)
 - Future plans (suggested 1,000 words)
- References (no page limit)
- Supporting information (e.g., experimental or computational protocols, spectral or crystallographic data, appendices; no page limit)

Oral Exam: Students present a 20-25 minute PowerPoint presentation in an open session, followed by a closed exam before their mentoring committee.**

Timing: TBE to be completed during January through February of the second year. Students schedule the date and time of the TBE oral exam with their mentoring committee and provide each member of the committee with the written exam 7 days before the oral exam.

*500 words is ~1-page, single-spaced, 11 or 12 pt font. **3-member mentoring committee is decided in fall of second year.



Thesis Background Exam: Evaluation Form

Students please fill out this form and give it to the committee members at your oral exam. After the oral exam, please give a copy to the path coordinator and graduate student coordinator.

Student Name: _____ Signature: _____

Committee Member: _____ Signature: _____

Committee Member: _____ Signature: _____

Committee Member: _____ Signature: _____

Committee Member: _____ Signature: _____

Date of Exam: _____

Grade: _____ Pass

For Pass, Circle one:

3 = Meets Program Expectations

5 = Exceeds Program Expectations

_____ Conditional Pass

_____ Fail

1 = Does Not Meet Program Expectations

If a special assignment is made, please supply the following information:

Due date for assignment _____

Name of faculty member who will grade the assignment _____

Rating and Comments:

1 = Does Not Meet Program Expectations

3 = Meets Program Expectations

5 = Exceeds Program Expectations

1. Knowledge of background material
Comments: 1 3 5

2. Quality of oral presentation
Comments: 1 3 5

3. Research design
Comments: 1 3 5

4. Quality of response to questions
Comments: 1 3 5

5. Quality of written report
Comments: 1 3 5

6. Other comments:

ORIGINAL RESEARCH PROPOSAL (RP) REQUIREMENTS

Written Document

- Topic cannot be too close to the research in your group.
- Cover page with title, student and advisor names (1 page)
- Student CV/resume (1-2 pages)
- Abstract or summary (1 page)
- Research plan (max of 3000* words, exclusive of figures and schemes)
 - Hypotheses and/or research objectives
 - Background & significance
 - Experimental design & methods
- References (no page limit)

Oral Exam: Student presents in a closed session a 20-25 minute PowerPoint presentation, expecting interruptions for questions. The defense committee should include the mentoring committee** plus other interested faculty.

Timing:

- It is expected that the student will complete the RP by the end of the spring semester in their third year.
- The RP can be defended in the fall, spring, or both, if necessary.
- In the fall, a 1-page summary of the RP is submitted to the advisor and/or RP committee by November 15. The 1-page summary is reviewed and given full approval (with comments) or denied by the advisor and/or RP committee. The student gives the written exam to the RP committee 7 days prior to the scheduled RP oral exam, which must be completed by January 15.
- In the spring, a 1-page summary of the RP is submitted to the advisor and/or RP committee by March 15. 1-page summary is reviewed and given full approval (with comments) or denied by the advisor and/or RP committee. The student gives the written exam to the RP committee 7 days prior to the scheduled RP oral exam, which must be completed by May 15.

*500 words is ~1-page, single-spaced, 11 or 12 pt font **3-member mentoring committee is decided in fall of second year



Research Proposal Exam: Evaluation Form

Students please fill out this form and give it to the committee members at your oral exam. After the oral exam, please give the completed form to the path coordinator. *In addition, bring the prelim warrant to the oral exam and return the signed warrant to the graduate student coordinator.*

Student Name: _____ Signature: _____

Committee Member: _____ Signature: _____

Committee Member: _____ Signature: _____

Committee Member: _____ Signature: _____

Committee Member: _____ Signature: _____

Date of Exam: _____

Grade: _____ Pass: _____ For Pass, Circle one:
3 = Meets Program Expectations
5 = Exceeds Program Expectations
_____ Conditional Pass
_____ Fail 1 = Does Not Meet Program Expectations

If a special assignment is made, please supply the following information:

Due date for assignment _____

Name of faculty member who will grade the assignment _____

Rating and Comments:

1 = Does Not Meet Program Expectations

3 = Meets Program Expectations

5 = Exceeds Program Expectations

- | | | | |
|--|---|---|---|
| 1. Scientific merit: Novelty & significance
Comments: | 1 | 3 | 5 |
| 2. Research design: Will it work?
Comments: | 1 | 3 | 5 |
| 3. Appropriateness of project scope:
Can this project be completed by 1 person in 2 years?
Comments: | 1 | 3 | 5 |
| 4. Quality of oral presentation and response to questions
Comments: | 1 | 3 | 5 |
| 5. Quality of written report
Comments: | 1 | 3 | 5 |
| 6. Other comments: | | | |

Request the prelim warrant on the Chemistry Intranet as least 3 weeks before the oral defense.

The University of Wisconsin-Madison

The Graduate School

Warrant for Preliminary Examinations

Student Name
9073951111 - 0005541111

Major: Chemistry - G153
Subplan:
Minor: DISTRIBUTED
Date minor requirements completed: _____
Minor approval signature: _____
(if Option A signature of appropriate departmental person,
if Option B signature of major department chairperson.)
Second Minor:
Date second minor requirements completed: _____
Second minor approval signature: _____
(if Option A signature of appropriate departmental person,
if Option B signature of major department chairperson.)
Date of successful completion of preliminary examination: _____

Committee Member Names

Signatures of Committee Members

Weix, Daniel John

Advisor

Schomaker, Jennifer

Berry, John

Date major requirements (except dissertation) completed: _____

Signature of major department chairperson: _____

Fourth-Year Committee Meeting

In May of their 4th year, students will meet with their mentoring committee member for their 4th Year Mentoring Committee Meeting. This important meeting is designed to provide a summary of progress and to establish a timeline for completion of work required by the PhD degree. The 4th Year Committee Meeting Form should be completed by the student and the research advisor and be provided before the meeting to all mentoring committee members. The 4th year requirement includes a brief presentation (10-15 minutes) of the student's research to the mentoring committee (open to others, if desired), followed by a closed discussion of the results and future plans between the student and committee members.

Normally, the PhD dissertation will be completed by the end of the 5th year or soon after. In the event that more time is needed, the mentoring committee will convene in May of the 5th year and any subsequent years for a dissertation planning meeting, during which the timeline and objectives for finishing the dissertation will be discussed.

UNIFIED FOURTH (AND SUBSEQUENT) YEAR MENTORING COMMITTEE MEETING FORM

Please complete this form in consultation with your thesis advisor. Attach pages if necessary. When finished, both the student and advisor sign next to their printed name. The student gives a copy of the completed report to Mentoring Committee members, the Chemistry Graduate Office – (Arrietta Claus - Room 2108) and Graduate Program staff prior to the meeting.

Student Name:

Signature: _____

Thesis Advisor:

Signature: _____

Date: _____

1. Tentative title of Ph.D. thesis:
2. Anticipated thesis defense date:
3. Significant work completed to date:
4. Work that remains to be completed:
5. Outline of thesis:
6. List the papers you expect to publish as a result of your thesis work:
7. Timeline for completion of Ph.D.:
8. Challenges anticipated (if any):
9. Post-graduation plans (job, postdoc, etc.)
10. Other comments:

The University of Wisconsin-Madison

The Graduate School

Candidate for the degree of PHD

Student Name

9069391111 - 0005121111

Major: Chemistry - G153

Subplan:

Minor: GMIN254 - Distributed

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We, the undersigned, report that as a committee we have examined Xxxx Xxxx Xxxxx on _____ and upon the work done in the subjects named and upon the dissertation presented by the candidate we find that the candidate may properly be admitted to the degree of Doctor of Philosophy.

(By signing this warrant I am confirming that I have also approved this student's UMI abstract.)

Committee Member Names

Signatures of Committee Members

Goldsmith,Randall H

Advisor

Reader

Zanni,Martin

Reader

Wright,John

Reader

Kats,Mikhail

Reader

I dissent from the following report

Dissertation approved by the Graduate School on:

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