

Faculty Mentor Checklist

Department Policy:

Thesis Committee Chair must be tenured/tenure-track in Biology, or formally approved by a majority of the Biology Graduate Committee (In which case the student and proposed chairperson must petition the Graduate Committee before the end of the first year of graduate study). If the chair is non-tenure track or non-Biology, the thesis committee must include at least 2 Biology tenured/tenure-track faculty members. Changes to the thesis committee requires formal notification and approval by the Grad Committee.

- Help student design original thesis project
- Setup thesis committee first semester
- Meet with committee each semester to help in design and progress
- Approve coursework form (Program Plan)
 - 18 units 600
 - Remainder to total of 30 (400, 500, or 600 level)
 - 1 - 6 units Biol 699
 - 0 - 2 units 697
 - 0 - 10 units credit/no credit
 - 0 - 9 units non-Biol courses
 - Unlimited number of Biol 605 (journal clubs) encouraged
- Guide student in thesis editing
 - Not given to committee until organization and grammar are acceptable.
 - Thesis given to committee approx 4 weeks prior to defense and seminar
- Setup thesis defense: Invite biology faculty (1 week notification)
- Setup thesis seminar: Invite public (notify Graduate Coordinator to invite grad students)
- Fill out thesis, defense and public seminar rubric and return to Coordinator after defense.
- Have the student fill out the Evaluation form at the end of the defense.
- Fill out Graduate School final progress form
- Sign (in black) signature pages of thesis