**BMS Graduate Student Checklist/Cover Letter for Annual Report**

(include only your current year – delete the rest; retain course plan)

NAME:

ADVISOR:

DIVISION:

Submitted on:

☐ Year 1

* Classes:
	+ Fall
		-
		-
	+ Spring
		-
		-
		-
* Research
* Seminar – 25 minute topic/literature presentation in late Spring
* May 15 – Annual report submitted to Advisor and Department
* Summer – Committee selection and meeting

☐ Year 2

* Classes:
	+ Fall
		-
		-
	+ Spring
		-
		-
		-
* Research
* Seminar – 25 minute research presentation in early to mid Spring
* May 15 – Annual report submitted to Advisor and Department
* Summer – Committee meeting
* June – August – ORP
	+ Abstract due mid-June
	+ Full proposal due 2 weeks before assigned ORP date
	+ Defense with 30 min proposal in August (date assigned)

☐ Year 3

* Research focus
* Seminar – Prospectus (50 min) in late Fall/early Spring
	+ Committee meeting to be scheduled after presentation
* May 15 – Annual report

☐ Year 4+

* Research focus
* Seminar – Research (50 min) in Fall
* May 15 – Annual report
* Summer – Committee meeting

Academic Plan/Courses planned:

|  |  |  |  |
| --- | --- | --- | --- |
| Course # | Course Description | Course Hours | Semester planned |
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|  |  |  |  |

Coursework hours: completed out of planned (should be ≥36)

Dissertation hours: completed out of planned (≥18)

 TOTAL: (≥54)

\*MED CHEM STUDENTS ONLY:

☐ MALTO presentation on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_