



CASE WESTERN RESERVE  
UNIVERSITY  
SCHOOL OF MEDICINE

**PATHOLOGY**

**GRADUATE PROGRAM**

**FACULTY HANDBOOK**

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# TABLE OF CONTENTS

A. INTRODUCTION .....	3
B. PROCEDURES FOR APPROVAL OF PHD TRAINERS .....	3
C. EXPECTATIONS OF TRAINERS IN THE PATHOLOGY GRADUATE PROGRAM.....	4
D. ADDITIONAL EXPECTATIONS OF TRAINERS WITH PRIMARY OR SECONDARY APPOINTMENTS IN PATHOLOGY .....	4
E. CRITERIA FOR REVIEW OF PHD TRAINERS .....	5
F. APPROVAL OF MD/MS TRAINERS:.....	5
G. WHAT FACULTY MEMBERS NEED TO KNOW ABOUT CURRICULUM REQUIREMENTS FOR PHD STUDENTS .....	5
H. PHD THESIS COMMITTEE DUTIES .....	5
I. THESIS PROPOSAL/QUALIFYING EXAMINATION .....	7
J. THESIS DEFENSE .....	8
K. FACULTY PROCEDURES FOR SPONSORING DIRECT ADMIT STUDENTS.....	10
L. FINANCIAL OBLIGATIONS OF PHD TRAINERS .....	10
M. BSTP INFORMATION ON STUDENT ROTATIONS, PHD PLACEMENT AND FINANCIAL OBLIGATIONS OF TRAINERS .....	13
N. FORMS FOR FACULTY .....	14
O. CONTACT INFORMATION.....	14

## **A. Introduction**

This document summarizes certain aspects of the Pathology PhD Program from the faculty perspective. A comprehensive description of the PhD program is NOT provided in this document, and PhD Trainers in Pathology SHOULD ALSO READ THE PATHOLOGY GRADUATE PROGRAM STUDENT HANDBOOK.

## **B. Procedures for Approval of PhD Trainers**

All PhD Thesis mentors must be approved trainers in the Pathology Graduate Program. A primary or secondary appointment in Pathology is not a requirement for appointment as a Trainer, but may be conferred to faculty who contribute significantly to Pathology Department programs. A Trainer without a primary or secondary appointment may serve as PhD Thesis Mentor, but a primary or secondary appointment is required to serve as Chair of a PhD Thesis Committee.

As a minimum, the obligations of trainers are to serve on PhD Thesis Committees of students in the Pathology Graduate Program, attend student seminars and journal clubs, host PhD program students for research rotations and serve as PhD thesis mentor for students when space and funding considerations allow. Additional contributions considered for a secondary appointment include teaching of Pathology graduate or medical courses, service on committees associated with the graduate program or department, contribution to T32 grants or other training initiatives in Pathology, and regular attendance and participation in departmental seminars and journal clubs.

To apply for PhD Trainer status, please submit the following items to Christine Kehoe, Department of Pathology, Wolstein 5<sup>th</sup> Floor (LC: 7288) or [christine.kehoe@case.edu](mailto:christine.kehoe@case.edu) :

1. A letter addressed to Dr. Clifford Harding, Interim Chair of the Pathology Department. The letter should state why you are interested in becoming a PhD Trainer in the Pathology Graduate Program. The letter should state your willingness to fulfill the specific expectations for a PhD Trainer as outlined in the Pathology Graduate Program Faculty Handbook.
2. Your current NIH biosketch (four page)\* or equivalent CV with the following information:
  - a. Your education and training record.
  - b. Academic and professional positions, past and present.
  - c. List of publications.
  - d. List of current and recent grant funding.
3. Your current NIH Other Support document.
4. Documentation of your past experience training graduate students. The preferred format is a table of trainees in the format specified for NIH T32 grant applications, but other formats are acceptable.

5. For faculty with primary appointment outside of Pathology: The Department of Pathology does not support any expenses of students in the labs of mentors who do not have primary appointments in Pathology. Therefore, applications from faculty from other departments for status as a Trainer in Pathology must include a letter from the Chair of the faculty member's primary department verifying that funds provided by the mentor and/or other non-Pathology funds will be sufficient to fully support the cost of the student's tuition, stipend, health care fees and other training expenses. This letter must also confirm that the faculty member's primary department will support all such costs in the event that Trainer is no longer able to support the student's costs.

Note: Faculty members with primary appointments outside of Pathology may apply for PhD Trainer Status or Secondary Appointment or both. A secondary appointment is appropriate to recognize contributions of a faculty member who participates in Pathology Department functions beyond the expectations of a PhD Trainer (e.g. involvement in teaching, graduate program functions, close involvement in Pathology research programs or other contributions to the Department of Pathology). A secondary appointment does not necessarily confer trainer privileges. A faculty member may have a secondary appointment, a trainer appointment or both. There are separate application procedures for trainer and secondary appointments, but both are simple to initiate.

### ***C. Expectations of Trainers in the Pathology Graduate Program***

1. Host rotating PhD students.
2. Serve as PhD mentor and comply with all of the associated mentoring responsibilities and financial obligations (below).
3. Serve on PhD Thesis Committees of students mentored by other trainers in the program.
4. Attend the Pathology Graduate Student Seminars, particularly when the seminar is given by a student for whom the trainer is mentor or thesis committee member.
5. Guide students who have been assigned for thesis work in the selection of papers for journal club presentation, and attend journal clubs given by assigned students.

### ***D. Additional Expectations of Trainers with Primary or Secondary Appointments in Pathology***

1. Regularly attend seminars sponsored by the Department of Pathology, e.g., Graduate Student Seminars (Wednesday noon), Pathology Department Seminars (Monday noon), Immunology Seminars (Tuesday noon).
2. Give a research seminar if requested.
3. Regularly participate in journal club activities if offered by relevant tracks of the Pathology Graduate Program, and guide your students in selection and presentation of their journal club assignments.
4. Participate in other teaching activities (e.g., graduate courses) relevant to the Pathology Graduate Program as indicated by your expertise.
5. Make special effort to attend ALL student seminars and journal clubs at which your students give a presentation. Advise your students in the preparation of seminar and journal club presentations to insure high quality presentations (this includes presentation rehearsals if needed and help in selecting high quality papers of broad interest for journal club presentations).

### ***E. Criteria for Review of PhD Trainers***

Prospective Trainers will be reviewed to ascertain evidence of ongoing strong scientific productivity, an independent research program, adequate extramural funding and an appropriate record of graduate student training. This can be shown by publications (e.g., consistent production of senior-authored publications in recent years) and evidence of consistent funding from competitive extramural sources (e.g., R01 grants from the NIH) as a principal investigator. In general, mentors are expected to have current funding as principal investigator of an R01 or equivalent grant. This accomplishment indicates success at competitive peer review as well as financial ability to support a student. Occasional exceptions may be made to the funding requirement, primarily for promising, recently recruited junior faculty who have yet to secure extramural funding but otherwise have strong qualifications (if the home department is not Pathology, such candidates must provide a letter of support from the Chair of their home department or center guaranteeing departmental support sufficient to support a graduate student). A track record of prior mentorship, especially for PhD students, is an asset but not a requirement.

A primary or secondary appointment in the Department of Pathology does not automatically confer PhD Trainer status. All mentors will be reviewed both at the time of initial approval and periodically thereafter to insure continued ability to productively mentor PhD students.

### ***F. Approval of MD/MS trainers:***

Pathology is one track in the MD/MS in Biomedical Investigation. MD/MS trainers are reviewed by Dr. James Anderson and the MD/MS Oversight Committee. This process is separate from the application for PhD Trainer status. A faculty or PhD Trainer appointment in Pathology is not required for status as an MD/MS mentor for a student in the Pathology track of the MD/MS in Biomedical Investigation. Status as an MD/MS trainer does not confer PhD Trainer status in Pathology. The MS component of the MD/MS program is a type B Master's program, or "coursework" Master's program, not a type A "research thesis" MS; the MS requirements are met by the coursework even though a research thesis is also required for this program. To apply for MD/MS trainer status, please apply to the MD/MS Oversight Committee using the MD/MS trainer application form (see "Forms") AND submit these materials to Dr. James Anderson.

### ***G. What Faculty Members Need to Know About Curriculum Requirements for PhD Students***

You must be aware of the course requirements to assist your student in course registration. Please refer to the Sample Curriculum for the relevant track: MCBDTP, ITP or CBTP, as shown in the Graduate Program Student Handbook. There is a table that clearly lays out the requirements and expected timeline.

### ***H. PhD Thesis Committee Duties***

Additional information on thesis committee composition and function is included in Appendix 3: Preliminary Research and Selection of Thesis Committee (at the end of Section II: Pathology PhD Program).

The thesis committee should be assembled in year 2 for PhD students or year 3 (first year in the PhD phase) for MSTP students; the Thesis Proposal Defense should occur in the same year but may be delayed until early in the following year. The student must have one Thesis

Committee meeting every 6 months. The Thesis Committee should be convened prior to the student's Thesis Proposal defense to offer the student suggestions regarding the Thesis Proposal.

The Thesis Committee must contain at least four Case faculty members, three of whom (including the Thesis mentor) must be approved Trainers in the Pathology Graduate Program. One member must be from a department other than Pathology (Trainers without a primary appointment in Pathology may represent either Pathology or another department). The Chair of the Thesis Committee must have either a primary or secondary faculty appointment in Pathology. The Thesis Mentor and at least one other member must be members of the Track selected by the student (MCBDTP, ITP or CBTP). Additional faculty, including scientists from outside Case, may be added to the committee depending on the expertise necessitated by the student's research project (members who are not Case faculty will be non-voting members).

The Thesis Committee Chair must be an approved Trainer in the Pathology Graduate Program AND have a primary or secondary faculty appointment in Pathology. The Thesis Mentor may not serve as the Thesis Committee Chair. The responsibilities of the Thesis Committee Chair include leading Thesis Committee meetings, preparing a short written record of each committee meeting (evaluating the student's progress and indicating expectations for the next 6 months and beyond), and ensuring that the student makes demonstrable progress towards the PhD (monitoring of progress in course and seminar requirements, publication requirements, thesis defense preparations and required departmental lecture).

The Track Thesis Committee Representative assists in Thesis Committee meetings. The Track Thesis Committee Representative is Dr. Clive Hamlin for the MCBBDTP and ITP, and Dr. Susann Brady-Kalnay for the CBTP. The Track Thesis Committee Representative should be informed in advance of all committee meetings (which he/she will attend as time allows), particularly the Thesis Proposal and the PhD Dissertation Defense.

**Agenda for Thesis Committee meetings:**

1. At the beginning of the meeting, the student will leave the room for a closed meeting of the committee to discuss achievement of course requirements, grades, research progress, preparation of publications and progress toward completion of the PhD Thesis and its defense.
2. Unless the meeting has been preceded by a seminar, the student will provide a 25-30 minute oral presentation of research progress. If the meeting follows a seminar, the student should provide a brief presentation that deals with specific research progress and plans that were not covered in the seminar.
3. Open discussion should include questions by faculty members to evaluate student progress and address all questions and concerns. The committee should provide advice to the student to enhance research progress.
4. The student and Thesis Mentor will be excused from the room. The committee should discuss any concerns about the adequacy of the Thesis Mentor and thesis project.

5. The Thesis Mentor will then return to the meeting. The committee will discuss all aspects of student progress. The committee must vote on the adequacy of progress, with a decision determined by a simple majority.
6. The student will return to the meeting, and the Thesis Committee Chair will present the committee evaluation and advice.
7. Committee members will sign a Graduate Student Evaluation Form (see Forms section), which indicates the committee's evaluation. The student should bring this form to the meeting and deliver the signed form to the Graduate Program Coordinator (Christine Kehoe).
8. The Thesis Committee Chair will prepare a brief report that summarizes the committee's evaluation, decisions and advice. The report may be written on the Graduate Student Evaluation Form, but it is usually sent by e-mail to the student, all members of the committee and the Graduate Program Coordinator.

### ***I. Thesis Proposal/Qualifying Examination***

The Thesis Proposal includes a Qualifying Examination component and a Research Plan that is modeled after an NIH R01 grant proposal. The Thesis Proposal/Qualifying Examination should be completed in the second year of the program (first year in the PhD phase for MSTP students) and MUST be successfully completed by the end of the third year of the program (second year in PhD phase for MSTP students). The PhD Thesis Proposal should follow the format of an NIH R01 research grant application, except that the student is expected to provide more background than a typical R01, and research aims may have less preliminary data than a typical R01 application. Thesis Proposal requirements are described in full in the Pathology Graduate Program Guidelines. The Thesis Proposal process is summarized below for faculty participants.

#### **Summary of Events for Thesis Proposal and Qualifying Examination**

1. Schedule the Thesis Committee meeting for the Thesis Proposal Defense. Pick the date with consideration of the time required to complete all steps. Note: The Thesis Proposal oral defense may be scheduled immediately after the student's presentation in the Pathology Graduate Student Seminar Series if this is convenient and acceptable to the Thesis Committee.
2. The student should submit the Thesis Proposal to the Thesis Committee 4-5 weeks prior to the Thesis Proposal Defense.
3. Within 7-10 days, Thesis Committee members should review the Thesis Proposal, prepare questions for the Qualifying Examination, and deliver these questions to the student. **ALL COMMITTEE MEMBERS MUST SUBMIT QUESTIONS.** These questions constitute an essential part of the Qualifying Examination and may cover a range of topics to test the student's scientific knowledge, grasp of current issues in the field, ability to critically evaluate data, and capacity to develop hypothesis and approaches to test them. Questions may address issues that are relevant to the field of study even if they depart from the immediate scope of the research proposal. Any deficiencies in the Background section should be probed with questions to test the student's command of literature and the scientific field. Questions may identify areas of

the Thesis Proposal that need expansion, clarification or other revisions. Questions may address deficiencies in the research plan.

4. The student will prepare a document containing all of the questions and answers, which will be provided to the Thesis Committee members 3-7 days prior to the Thesis Proposal defense.
5. The Thesis Proposal meeting will follow the general format and rules for Thesis Committee meetings (Appendix 5: Academic Progress and Thesis Committee meetings, at the end of Section II: Pathology PhD Program) but with some modifications. The student will give a 30-40 minute oral presentation of the proposal (provide a printout of the Powerpoint presentation to the committee members) and field questions. Questions will be focused on the proposal itself, the questions previously submitted by faculty members or any relevant topic that may test the student's scientific knowledge, grasp of current issues and questions in the field, ability to critically evaluate data, and capacity to develop hypothesis and approaches to test them. The questions may probe topics that are contained in the Thesis Proposal, or they may address relevant issues that are outside the scope of the proposal document itself. The committee should also address any deficiencies in the research plan. The committee will then evaluate the student in closed session. The chair will convey the decision and recommendations of the committee and complete the Graduate Student Evaluation Form. The committee chair will prepare a summary of the committee evaluation, either on the Graduate Student Evaluation Form or in a separate email, noting specific strengths and weaknesses in the student's performance and detailing any necessary revisions or remedial actions. If a student fails the exam or passes provisionally he/she is given an opportunity to correct the deficiencies. If a student fails twice he/she will not be allowed to continue in the PhD program.

## ***J. Thesis Defense***

Students must satisfy requirements for the PhD Thesis Defense, publications and a Departmental Thesis Seminar. Arrangements should be made months in advance to secure appropriate Thesis Defense times (with sufficient prior notification of Graduate Studies), to meet all deadlines specified by Graduate Studies, and to schedule a Departmental Thesis Seminar slot, as described in Appendix 6: Thesis and Graduation Requirements (in Section II: Pathology PhD Program). The following text is just a summary of Thesis Defense events.

### **Thesis Defense events:**

1. The student must satisfy all coursework and publication requirements **BEFORE** scheduling the Thesis Defense.
2. Publication requirement: A PhD candidate must have two papers on which the student is first author. At least one paper must be accepted, with proof of acceptance, by a reputable peer-reviewed journal prior to the thesis defense. The second paper may not be submitted, but must be at least reviewed/approved by their committee prior to thesis defense. This requirement must be met prior to submission of the thesis to the Thesis Committee for the final thesis defense. The Thesis Committee has discretion to determine whether papers and manuscripts, published or submitted, meet academic expectations. Of the two required first-authored publications, one may be fulfilled with a publication for which the student is not the first listed author but is listed as a joint first

author (or an author who contributed to a degree equal to the first author), as long as the following conditions are also met:

- a. The published form of the paper must state that the student fulfilled the joint first author role.
  - b. There must be agreement between the student's mentor and a majority of the Thesis Committee that the student did fulfill such a role.
  - c. There must be agreement between the student's mentor and a majority of the Thesis Committee that the contribution of the student to this paper was of sufficient magnitude and impact to justify counting it as one of the required papers.
  - d. The other required first-authored paper must actually have the student listed first in the author order (the existence of other joint first authors will not affect the standing of the first-listed author).
  - e. The other required first-authored paper with the student first in the author order must be accepted for publication prior to the thesis defense.
3. The student must deliver the dissertation (in hard copy and electronic forms) to each committee member at least 14 days before the Thesis Defense.
  4. The Thesis Defense will start with a one-hour public Thesis Defense presentation, which may be done at the same time as the Departmental Thesis Seminar (below). A closed Thesis Committee meeting follows the presentation (allow 90 minutes). *Each member of the Thesis Committee must be physically present for the entire examination.*
  5. A Departmental Thesis Seminar should be given in a track-related research seminar series (Pathology Department Seminar or Cancer Center Blood Club Seminar) or other publicized special seminar forum. This is often scheduled at the time of the Thesis Defense so as to combine the Seminar with the Thesis Defense presentation, but two separate presentations may be scheduled.
  6. Following the Thesis Defense presentation and closed examination, the Thesis Committee will decide whether to approve or deny the PhD degree. A student will be certified as passing the examination if no more than one of the voting members committee dissents. It is common for approval to be contingent upon specified revisions of the thesis document. If revisions are required, the revised document may be reviewed by the entire committee, but more commonly the revisions are minor enough that the committee members sign off and allow the Thesis Mentor to monitor the final revisions and provide the final approval signature.
  7. The committee must complete the requisite forms for Graduate Studies and the Pathology Graduate Program.
  8. The student and Thesis Mentor must notify their department administrator to arrange timely termination of the stipend, thereby avoiding pay-back difficulties.

### ***K. Faculty Procedures for Sponsoring Direct Admit Students***

The recommended routes for admission are the BSTP and MSTP admissions processes. A small number of students who have already decided to pursue PhD studies within a particular laboratory may use the direct admission procedure. You may sponsor a student for direct placement in your laboratory. Note special considerations for financial obligations for direct admit students (below).

Direct admission to the Pathology Graduate Program must be initiated by a sponsoring faculty member who must guarantee, in writing, financial support for the student starting from the date of matriculation. Applications will only be considered if accompanied by a mentor agreement (email to Christine Kehoe [cxk15@case.edu](mailto:cxk15@case.edu)) signed by the sponsoring faculty member and their respective Department Chair.

### ***L. Financial Obligations of PhD Trainers***

Rotations: Trainers should host students for a rotation only if they have or are likely to have a position to offer the student at the time of prospective PhD laboratory placement (January following the fall rotations for BSTP students, spring semester of the same or following academic year for MSTP students). There is no obligation for stipend or tuition support during the rotation.

PhD placement: PhD Thesis Mentors must provide financial support for the following expenses (see table following):

1. BSTP payback: Information on the current levels of financial obligations for this and other expenses associated with the placement of BSTP students is available from the BSTP office. This information includes current tuition levels.
2. Tuition: Tuition payment is the responsibility of the mentor or his/her home department or center. Tuition expenses for secondary faculty will not be supported by the Pathology Department. Tuition return received by the Pathology Department for students of secondary faculty will be passed through to the mentor or department. Thus, expenses for secondary faculty will be the same as if they sponsored the student directly through their home department or center. Tuition costs and return will be the same for faculty in all departments, basic science or clinical, based at Case or any of its affiliated institutions.
3. Stipend at the level set by the BSTP (currently \$25,000/year). Mentors are not allowed to offer a higher or lower stipend. One exception is the \$2,000 bonus received by students who obtain their own individual extramural training support that meets criteria specified below, e.g., an NRSA F30 grant from the NIH. PhD students are encouraged to apply for independent fellowship funding (for example, an individual NRSA from the NIH). Students who earn an NIH fellowship that provides at least 75% of the current stipend amount and tuition will be awarded a stipend bonus of \$2,000 per year in addition to the BSTP stipend, pro-rated to cover the period of extramural fellowship support. Note that no incentive bonus is added to the stipend for appointment to an institutional T32 training grant. When a student qualifies for the bonus based on an NIH training award, funds from the home department or center of the student's laboratory

(whence the application would normally be submitted) generally will be used to supplement the stipend from the NIH stipend level to the BSTP level plus the bonus, since an NIH fellowship cannot be supplemented from the mentor's NIH grant. Tuition cost return to the department should be in excess of the stipend bonus amount, which should offset the expense. Note that the Department of Pathology will not be responsible for the cost of stipend supplementation for a student of a mentor with a primary appointment in another department (the other department will be responsible for stipend supplementation, if its policies allow this). Non-NIH fellowships that provide similar levels of stipend and tuition support will be treated similarly. Other non-NIH fellowships that do not provide sufficient tuition support will generally not be supplemented, but may be supplemented from the mentor's grant if desired by the mentor. For MSTP students, NIH fellowships or non-NIH fellowships with similar levels of stipend and tuition support that continue into the MD phase will be supplemented from MSTP funds during the MD phase. A second exception to the BSTP stipend level is for the student who obtains an individual extramural fellowship that provides a stipend higher than the BSTP stipend; in this case the student will receive the level of stipend provided by the fellowship award (or the level provided by the basic stipend plus \$2,000 bonus, if higher and the award qualifies for this).

4. Laptop computer: All PhD students will be provided with a laptop computer. For students of faculty members with primary appointments in the Department of Pathology, the department will bear the expense for a standard selected laptop model, contingent upon available funds in the department budget. Mentors with secondary appointments in Pathology should provide students with a similar laptop supported by the mentor or the home department or center.
5. Student expense account: Students of mentors with primary appointments in Pathology will be provided with an expense account of \$100-\$200 per year (contingent upon availability of funds in the department budget) to allow them to pay for memberships in scientific professional organizations, subscriptions to scientific journals, textbooks and other professional expenses. For students of faculty members with primary appointments in the Department of Pathology, the department will bear this expense. Students of mentors with secondary appointments in Pathology should have this expense supported by the mentor or the home department or center. Students should inquire about support prior to incurring expenses.
6. Students are responsible for paying the student activity fee which is approximately \$12.00/semester. (The \$213/semester technology fee no longer exists; it was absorbed in the tuition increase from \$1,292/hour to \$1,375/hour.)
7. Note on Direct Admit students: Expenses will be supported by the mentor starting immediately upon matriculation of the student, and there will be no BSTP payback expense.

**Department of Pathology  
Financial Responsibility for Graduate Student\* Expenses**

2009-2010 Rates	Pathology Primary Faculty Appointment	Pathology Primary Faculty Appointment w/Student in Other Program	Pathology Secondary Faculty Appointment or Faculty Trainer	CCF Faculty Mentors
Tuition \$24,750	35% is to be paid from Pathology Dept. "operating budget", NOT PI's grants. 65% is to come from tuition "return" to the Pathology Dept.	35% is to be paid from Pathology Dept. "operating budget", NOT PI's grants. 65% is to come from tuition "return" to the Pathology Dept.	Faculty Member or Home Dept. (35%)	CCF Faculty or CCF Home Dept.
Stipend \$25,000/yr	Faculty Member (100% to be paid from PI's grants or startup funds.)	Faculty Member (100% to be paid from PI's grants or startup funds.)	Faculty Member or Home Dept.	CCF Faculty or CCF Home Dept.
Health Insurance \$660/sem	Faculty Member (100% to be paid from PI's grants or startup funds.)	Faculty Member (100% to be paid from PI's grants or startup funds.)	Faculty Member or Home Dept.	CCF Faculty or CCF Home Dept.
Activity Fee \$12/sem	Student (100% to be paid by student using student's income from stipend or other student income sources.)	Student (100% to be paid by student using student's income from stipend or other student income sources.)	Student	Student

\*Does not apply to Direct Admit students (see #4 below); associated annual costs (stipend/tuition/ins.) for direct admit students are \$50,410

**NOTES:**

1. ALL mentors must obtain the approval and signature of their Department Chair/Chair's Designee on the Department of Pathology Mentor Agreement and Information Form. (For Pathology Primary Faculty, signature of the Pathology Chair, not the designee, is required.)
2. In addition to the above expenses, BSTP students require "payback" support for the first semester. For Pathology secondary faculty or Trainer Faculty, the mentor or home department must bear all payback expenses. For Pathology primary faculty, the Pathology Department will cover as much of the payback as possible, but this may be limited by budgetary restrictions, and mentors will be responsible for any portion not covered by the Department. Mentors may consult with the Chair in advance to obtain information. With the above caveats, our tentative goal is to cover all tuition for the Fall semester and stipend/health fees up to a certain date, probably through December.
3. For MSTP students, there is no payback.
4. To recruit direct admit students, Pathology primary faculty must obtain approval of both the Pathology Graduate Committee and the Chair of Pathology. The mentor sponsoring admission must support all costs and provide a long-term commitment to continue supporting costs until the student graduates (excepting academic failure of the student as judged by the Pathology Graduate Committee), even if circumstances require the student to work with a different mentor to complete the Ph.D.

## ***M. BSTP Information on Student Rotations, PhD Placement and Financial Obligations of Trainers***

**Note:** A more recent version of these policies may be available from the BSTP office.

**Rotations:** Students arrive during the summer. They must do at least 3 rotations of 4-6 weeks in length. If the student is interested in joining a lab, we encourage the student to do a longer rotation. If a student decides that s/he is probably not interested in joining a lab, we encourage a shorter rotation. This format permits students to do 3-5 rotations during the summer and fall.

**Advisor Selection:** Students make their choices of faculty advisors around December 20, right before winter break. The system requires that we finalize the match within a few weeks. Students must know which programs they are joining so that they can register for the appropriate courses in the spring semester.

Before a student makes his/her choice of thesis advisor, s/he must discuss the choice with the faculty member. The student will then submit his/her choice along with the faculty member's approval.

Students who do not find an acceptable advisor are allowed to do one or two additional rotations in January and February. This will ensure that every student finds a faculty advisor who is a suitable match.

**Procedures for Faculty Seeking a Graduate Student:** Faculty with openings for BSTP students will be included on the "slot list". This list is distributed to students, who use it to choose their rotations. Two editions of this list will be generated. The first is prepared in June, before the new students arrive. Faculty members may list a "definite" or "probable" slot, depending on the availability of space and funding.

The second edition of the slot list is generated in October. Because students use this list to select their advisors, only "definite" slots will be included on this list. In order to be included on this list, we must certify that the faculty members and their departments can defray the costs of accepting a BSTP student. We will check with both Department chairs and administrators to make sure that the necessary funds are available.

A description of these costs follows. A more detailed description of these issues is contained at ([www.cwru.edu/med/BSTP/students/handbook.html](http://www.cwru.edu/med/BSTP/students/handbook.html)) in the Pathology Graduate Program Handbook.

**Costs Associated with Taking a BSTP Student:** When a faculty member accepts a BSTP student into his/her laboratory, the faculty member and his/her department assumes responsibility for the support of the student throughout the student's career. The responsibility rests with that faculty member and the Department/Institution where s/he has his/her primary appointment. Information on current costs can be obtained from the BSTP office.

To list an opening, please do the following:

1. Before accepting a student for a rotation, check with your Department Administrator and/or your chair to make sure that you will have sufficient funds to support a student, including the payback costs. Please be aware that it is difficult to use NIH funds for payback costs. At the time of placement, the Pathology Department will require a guarantee signed by you and your chair or chair designee that the funds will be available to meet these commitments. This information must be submitted by the date when students choose their mentors.

2. Check and update your page on the Pathology website (available to primary, secondary and trainer faculty), or make sure that your listing on the Pathology trainers webpage includes a link to your updated webpage. Make sure the keywords are accurate. Students make extensive use of this information in selecting labs for rotations.

3. If you have any questions about student rotations and procedures, please see the Student Handbook in the left sidebar at <http://www.case.edu/med/pathology/training/graduate.html>.

### ***N. Forms for faculty***

The following forms are available from the Pathology Graduate Program website at <http://www.case.edu/med/pathology/training/forms.html> or from Christine Kehoe ([cxk15@case.edu](mailto:cxk15@case.edu)).

1. PhD trainer application form
2. Pathology Mentor Agreement

### ***O. Contact Information***

For further information, see the Pathology Graduate Program website at <http://www.case.edu/med/pathology/training/graduate.html> or contact the Pathology Graduate Program Coordinator, Christine Kehoe, at [cxk15@case.edu](mailto:cxk15@case.edu) or 216-368-1993.

The mailing address is: Pathology Graduate Program  
c/o Christine Kehoe  
Case Western Reserve University  
10900 Euclid Ave, WRB5530  
Cleveland, OH 44106-7288