

Welcome to the Department of Physics and Astronomy at the University of Maine.

This document is to clarify our expectations of you as a graduate student in one of our degree programs.

1. During your first semester you must visit at least five (5) physics faculty members and discuss their research and opportunities for you to get involved in the research. You may download a form to be signed by the faculty member. When completed, by **November 25**, turn the signed form into Dr. McClymer (Graduate Coordinator). Please keep a copy for yourself. {These may be ZOOM meetings during the pandemic }
2. During your 2<sup>nd</sup> semester you shall form your graduate committee consisting of your adviser(s) as chair (co-chair) and members of the Graduate faculty. PhD committees require five (5) members, at least two of whom must be in the Physics department and one must be from outside of physics. You may form your committee with only three members to start.

Master committees require three (3) members at least one of whom must be a member of the physics department.

**Everyone must:**

- a. **Hold a committee meeting** for the express purpose of filling out a Program of study (POS). POS form is available from the Grad school website. There is a version for PhD and MS degrees. ME students should use the MS form. (Due April 15)
- b. **Bring** a partially filled out Graduate Student Progress form (available from Dept. website) to the committee meeting and review expectations.
- c. **Prepare** a research plan for the summer and have approved by adviser. (Due April 15)

**Turn these forms** into the Graduate Coordinator (retain a copy for yourself)

**The above items are required to guarantee summer support.**

If you receive summer support, there is the expectation that you will make significant research progress. This research progress will be reviewed in your Fall committee meeting. Meet with your adviser to determine the appropriate amount of effort /progress required in the summer in addition to your teaching responsibilities.

You will hold a committee meeting each subsequent semester focusing on research progress, satisfactory (B or better) performance in your classes, and fulfilling any TA/RA responsibilities. Students should bring a partially filled out Graduate Student Progress Report Form (available on Departmental web site). A 10-30-minute PowerPoint® type presentation is recommended to discuss research progress.

You will be assigned a period in which you should hold your meeting (you may hold your meeting earlier than the assigned period). You are responsible for inviting your committee members to the meeting and finding a room. A Doodle ® type poll is useful and rm 114 may be reserved through the Departmental Office.

If you are making inadequate progress in any of the three areas that apply to you (research, classes, teaching) you may receive a “Poor”. Two consecutive “Poor” evaluations will result in no guarantee of summer or academic year support. Continued “Poor” evaluations, even if not consecutive, may result in loss of support or termination from the program. You may lose support or be terminated from the program for other serious problems independent of the Committee Meeting review process.

Failure to hold a committee meeting in the assigned period will count as a “Poor”. If you are having trouble scheduling your meeting, please contact the Graduate Coordinator and/or Department Chair.

### **Oral comprehensive exam and Thesis Proposal**

This exam is required to be admitted to Candidacy for the Doctoral program. Specific information on this exam is in the UMaine Physics Exam Requirements.

You should discuss scheduling your oral comprehensive exam (not to be confused with your oral thesis defense) with your Committee. **You should plan to have the comprehensive exam by your 5<sup>th</sup> semester or possibly sooner.**

**This exam must be attempted by the end of your 6<sup>th</sup> semester.** While it may be possible to hold the exam during the summer you should not plan for a summer exam as faculty schedules may not allow the exam to be held. *Failure to meet this requirement may result in loss of support or removal from the program.*

**Admitted with a Masters to the doctoral program?** You must attempt the oral exam no later than your 4<sup>th</sup> semester.

### **Courses & Grades**

- The required courses, along with need for electives, is given elsewhere for each degree program. For all thesis programs students will need to pass 1 credit of Responsible Conduct of Research (INT 601 most common: Taken 1<sup>st</sup> Spring or Summer (most often) & 5 credits of thesis (PHY 699). On POS no need to list thesis credits beyond 5, POS is *not* a transcript; it is a subset of your transcript.
- Only courses with B- or above count for graduate credit. A gpa of 3.0 is required to be in good standing and to graduate.
  - *Grades below B-* will result in review and may impact support or remaining in the program.
  - *There is no grade replacement process for graduate students, nor may grad students withdraw from classes outside of drop/add period.*

- Full time students (must be FT to be supported) are required to take a minimum of 6-credits each semester (and 1 in the summer if supported); unless a PhD student has been admitted to Candidacy (Passing the Proposal Defense), in which case 1-credit each semester is required. Master's students may take only 1 credit in the semester they plan to graduate (requires filing for graduation). All students must be registered for at least 1-credit in the semester (Fall/Spring/Summer) they graduate.
- In general, 400 level courses don't count for PhD classes, they do for Masters.
  - For PhD students, 400-level courses must be approved by Committee and may *not* include 400-level PHY undergraduate core courses in Electricity and Magnetism, Quantum and Atomic Physics, Thermodynamics, Statistical Mechanics, Mathematical Methods, or Optics.

### Checklist

1 <sup>st</sup> semester	Visit 5 physics faculty/ turn in form 11/25
2 <sup>nd</sup> semester	Form Committee/have first meeting 4/15
	Fill out POS/have approved at Committee meeting 4/15
	Summer Research Proposal 4/15
1 <sup>st</sup> summer	Take INT 601/Ethical conduct research
Each subsequent semester hold Committee meeting	Date assigned
<i>4<sup>th</sup> Semester (PhD) if admitted w/Masters</i>	<i>Must attempt proposal defense prior to end of 4<sup>th</sup> semester.</i>
5 <sup>th</sup> Semester (Ph.D.)	Preferred semester to hold proposal defense. <i>(Passing results in a salary increase the next semester)</i>
6 <sup>th</sup> Semester (Ph.D.)	Must attempt proposal defense prior to end of 6 <sup>th</sup> semester.