

# CMB HANDBOOK 2022



## **WELCOME TO CMB!**

Dear incoming CMB students,

Welcome to Duke University! We are thrilled that you have chosen to start your first year as a PhD student in Cell and Molecular Biology program. In a manner that is advantageously unique, the CMB offers a wide array of research topics and labs that students would otherwise be more limited in choosing from had they entered through a more specialized program. We look forward to meeting each and every one of you comprising this year's eclectic cohort; such cross-disciplinary interaction seeds innovation, and innovation propels science. Moreover, as upper-year CMB students, we can provide you with information on student life and advice on how to navigate through graduate school throughout your first year. Congratulations on your matriculation!

On behalf of CMB students,



Guinevere Connelly (CMB Class of 2021), Kate Bland (CMB Class of 2021), and Huarui Zhou (CMB Class of 2021)

## **LETTER FROM THE CMB PROGRAM DIRECTOR**

Dear incoming CMB students:

Welcome to Duke and the next phase of your education. Getting here represents a major milestone and you are now starting a journey that will lead to an exciting and fulfilling career as a scientist. As part of the CMB Program, you have the freedom to explore labs across the University, so we encourage you to take full advantage of this and to think outside the box when choosing your rotations. We realize that acclimating to the rigorous demands of Graduate School can be daunting at times, but you would not be here if we were not confident that Duke is a place where you can truly flourish. The road to your Ph.D. likely will be long and bumpy at times, but we're here to support you through this journey and to make sure you are successful. Please note that I am available as needed if issues arise, so feel free to contact me ([sue.robertson@duke.edu](mailto:sue.robertson@duke.edu)). Best of luck, and we look forward to meeting you all!

Regards,



Sue Jinks-Robertson, Ph.D.  
James B. Duke Professor of Molecular Genetics and Microbiology  
Director, CMB graduate program

## **LETTER FROM THE CMB DIRECTORS OF GRADUATE STUDIES**


Dear 2022 CMB Class,

Welcome to the Duke and CMB families! We're thrilled that you've chosen to join us. Graduate school is a significant transition, and the unprecedented circumstances of COVID-19 present additional challenges, but you won't be doing this alone. As the Directors of Graduate Studies (DGS) for our program, we're here to help you navigate life at Duke. To start, this handbook will be an important resource to help you thrive in CMB, and we're looking forward to seeing you all during the program orientation to help you begin your journey. Over the next two academic years, we'll also meet regularly in the CMB 764 colloquium class, and we'll have regular faculty and peer advising sessions in your first year at Duke. We'll also be following your progress through your rotations and will help you find your best lab home and Ph.D. mentor. Our doors are always open, even when they're virtual. Please don't hesitate to e-mail us if you have any questions or would like to set up one-to-one meetings. Congratulations and welcome to CMB!

Sincerely,



Mike Boyce, Ph.D.  
Associate Professor  
Department of Biochemistry  
Nanaline Duke 208  
[michael.boyce@duke.edu](mailto:michael.boyce@duke.edu)  
Web: <http://www.boycelab.org>  
Twitter: @BoyceLab



Stefano Di Talia, Ph.D.  
Associate Professor  
Department of Cell Biology  
Nanaline Duke 348  
[stefano.ditalia@duke.edu](mailto:stefano.ditalia@duke.edu)  
Web: <https://sites.duke.edu/ditalialab/>  
Twitter: @ditalialab

## **LETTER FROM THE CMB PROGRAM ADMINISTRATOR**

Dear incoming CMB Students,

Welcome! I am excited to begin the new year with my first recruitment class! I am here to assist you through your time at Duke and will work closely with you as you complete

your rotations and affiliation. I will serve as a resource for you to answer any questions and serve as a liaison with the Graduate School and other agencies within Duke. I look forward to working with you!

Thanks,



Jodi Belanger  
Administrative Coordinator and DGSA  
[jodi.belanger@duke.edu](mailto:jodi.belanger@duke.edu)  
919-684-8085

## PROGRAM CONTACTS

**Sue Jinks-Robertson, Ph.D.**  
Director, CMB  
Molecular Genetics  
and Microbiology  
[sue.robertson@duke.edu](mailto:sue.robertson@duke.edu)

**Mike Boyce, Ph.D.\***  
Director of Graduate  
Studies (DGS), CMB  
Biochemistry  
[michael.boyce@duke.edu](mailto:michael.boyce@duke.edu)  
(919) 684-9906

**Stefano Di Talia, Ph.D.\***  
Director of Graduate  
Studies (DGS), CMB  
Cell Biology  
[stefano.ditalia@duke.edu](mailto:stefano.ditalia@duke.edu)  
(919) 684-8090

**Jodi Belanger**  
Administrative Coordinator and  
Director of Graduate Studies Assistant  
[jodi.belanger@duke.edu](mailto:jodi.belanger@duke.edu)  
(919) 684-8073

*\* **Note:** Mike is the DGS of record and point-person for CMB cohort matriculating in fall 2022. Feel free to contact Mike or Stefano with any questions.*

# OFFICE OF BIOMEDICAL GRADUATE EDUCATION (OBGE) AND GRADUATE SCHOOL CONTACTS

**Office of Biomedical Graduate Education Home page:**

<https://medschool.duke.edu/education/degree-programs-and-admissions/office-biomedical-graduate-education>

**OBGE Contact page:**

<https://medschool.duke.edu/education/biomedical-phd-programs/office-biomedical-graduate-education/contact-obge>

## **OBGE**

Duke University School of Medicine  
1260 MSRB-III | 3 Genome Court  
Box 103855  
Durham, NC 27710  
[obge@duke.edu](mailto:obge@duke.edu)

**Graduate School Home page:** <http://www.gradschool.duke.edu>

**Graduate School fall 2022 and COVID-19 information:**

<https://gradschool.duke.edu/student-life/pandemic-related-information-graduate-school-students>

### **Graduate Admissions**

415 Chapel Drive  
Box 90065  
Durham, NC 27708  
(919) 684-3913

### **Graduate Financial Aid**

415 Chapel Drive  
Box 90061  
Durham, NC 27708  
(919) 681-3247

### **Graduate Student Affairs**

2127 Campus Drive  
Box 90070  
Durham, NC 27708  
(919) 684-2056

## DIVERSITY AND INCLUSION

CMB is strongly committed to promoting diversity, inclusion and equity at all levels in the biological sciences. We strive to provide a safe and welcoming atmosphere for all students, faculty and staff, regardless of race, ethnicity, religion, sexual or gender identity, sexual orientation, physical ability, nation of origin, political opinion or other dimensions of identity. ***CMB does not tolerate discrimination or harassment of any type by students, faculty, or staff*** The STEM community at Duke values all our members and our broad spectrum of human experiences, and we aim to create an open environment that supports and enriches learning opportunities for everyone.

For more information on DEI programs and resources, please visit:

### **Graduate School Commitment to Diversity**

<https://gradschool.duke.edu/about/commitment-diversity>

### **Office of Institutional Equity**

<https://oie.duke.edu>

### **School of Medicine Office of Diversity and Inclusion**

<https://medschool.duke.edu/ODI>

### **School of Medicine Multicultural Resource Center**

<https://medschool.duke.edu/education/student-services/medical-education-administration/multicultural-resource-center>

### **School of Medicine IDEALS (Inclusion, Diversity, Equity, Advancement, and Leadership) Office**

<https://medschool.duke.edu/about-us/diversity-and-inclusion/ideals-office>

### **CMB and Biochemistry education and support resources for racial justice**

<https://tinyurl.com/yajo65gg>

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## CMB INCOMING STUDENTS 2022

If you are interested in finding a roommate in the program, including upper-year students, you can contact Jodi Belanger ([jodi.belanger@duke.edu](mailto:jodi.belanger@duke.edu)). She will forward your e-mail to other students who may also be looking for roommates. You may receive e-mails from Jodi about older students looking for roommates as well.

### FIRST YEARS

LAST NAME	FIRST NAME	E-MAIL
Anderson	Preston	preston.anderson@duke.edu
Bailey	Alexis	alexis.bailey@duke.edu
Beane	Emma	emma.beane@duke.edu
ElWesmi	Fayrouz	fayrouz.elwesmi@duke.edu.
Finlay	Jack	john.finlay@duke.edu
Gardner	Kira	kira.gardner@duke.edu
Linhart	Noah	noah.linhart@duke.edu
Liu	Bushangqing	bushangqing.liu@duke.edu
Mao	Joey	joey.mao@duke.edu
McCord	Tim	timothy.mccord@duke.edu
McIver	Caleb	caleb.mciver@duke.edu
Napier	Hailey	hailey.napier@duke.edu
Sejourne	Gabi	gabrielle.sejourne@duke.edu
Shelley	Becca	becca.shelley@duke.edu
Wade	Taylor	taylor.wade@duke.edu
Wang	Jiacheng	jiacheng.wang@duke.edu
Zhang	Jessica	jessica.zhang@duke.edu

## SECOND YEARS

LAST NAME	FIRST NAME	E-MAIL
Aufgebauer	Caroline	caroline.aufgebauer@duke.edu
Bland	Kate	kate.bland@duke.edu
Connelly	Guinevere	guinevere.connelly@duke.edu
Fykes	Erin	erin.fykes@duke.edu
Lu	Ziqi (Alvin)	ziqi.lu@duke.edu
Ma	Zhehao	zhehao.ma@duke.edu
Marius	Choiselle	choiselle.marius@duke.edu
Schneider	Jordan	jordan.schneider@duke.edu
Thomas	Natalie	natalie.thomas@duke.edu
Xie	Jing	jing.xie@duke.edu
Zhou	Huarui	huarui.zhou@duke.edu

## IMPORTANT EVENTS AND INFORMATION

### COVID-19

*The COVID-19 pandemic, and the University's response to it, continue to evolve rapidly. The below information is current as of mid-August but may change. You will be kept informed by CMB, OBGE, the School of Medicine and the University. **Please monitor your Duke e-mail address carefully.** You can also find the latest updates at the COVID-19 sites of OBGE (<https://medschool.duke.edu/education/degree-programs-and-admissions/office-biomedical-graduate-education/obge-covid-19-updates>) the Graduate School (<https://gradschool.duke.edu/student-life/fall-2020-and-covid-19-information>) and the University (<https://coronavirus.duke.edu>).*

All students, faculty and staff are required to be fully vaccinated (including any boosters you are eligible for) against COVID-19 or to have an approved medical or religious exemption. Documentation will be submitted to Student Health Services. Surveillance testing is not currently required at Duke. However, optional surveillance testing is available on a voluntary basis for all students, faculty, and staff.

On campus, all students, regardless of vaccination status, **must** follow the precautions used in Duke research labs. Currently, fully vaccinated individuals (primary series and booster shot) are not required to wear masks at most University-owned facilities. Masks are required for in-person classes, on Duke buses/shuttles, and in patient and clinical settings. Anyone with an approved religious or medical exemption from the vaccination requirement must remain masked on campus at all times. Anyone experiencing COVID-19 symptoms should wear a mask, not report to work/class, and get tested as soon as possible. Everyone is welcome to continue wearing a mask even when it is not required – all members of the Duke community should respect each other’s mask-wearing choices within the rules. More information on COVID-19 policies and testing can be found at the following links: <https://returnto.duke.edu/public-health-measures/> <https://gradschool.duke.edu/student-life/pandemic-related-information-graduate-school-students/covid-testing-and-vaccination>

### **CMB ORIENTATION**

CMB orientation will occur in person in Nanaline Duke 384 at 11:00 on Monday, August 22. We’ll welcome you to Duke, do an icebreaker, provide CMB-specific information and answer any questions you have. Then, new first-years will have a casual lunch with current CMB students.

### **DUKE GRADUATE SCHOOL ORIENTATION**

The Graduate Student Affairs office in the Graduate School organizes an orientation to provide new students with valuable information about University policies and resources. The Graduate Student Orientation Handbook can also be a useful future reference, providing information about student life, health insurance, and other topics. Graduate School orientation will be held Tuesday, August 23 at 10:00 and will be conducted online. A graduate student resource fair will be held from 12:30 to 2:00 on August 23 at [Brooks Field at Wallace Wade Concourse](#) (<https://maps.duke.edu/?focus=177>). Please refer to the following links for information and updates:

<https://gradschool.duke.edu/student-life/calendar-events/orientation-week>  
<https://sakai.duke.edu/portal/site/gradorientation>

### **CMB PEER ADVISING**

CMB Young Ones (a peer advising/support group within CMB) will host optional, drop-in peer advising for entering first-years on Wednesday, August 24 from 5:00 to 7:00. Upper-year CMB students will be on hand to discuss classes, rotations, adjusting to life at Duke and anything else. The Young Ones leads, Kate, Guinevere and Huarui, will be in touch with you with details on location and food/beverages.

### **INTERNATIONAL ORIENTATION**

Duke’s International House (IHouse) will offer an orientation for international graduate students from August 15 through 21, featuring real-time webinars, in-person activities and pre-recorded sessions. Details, resources and updates are available here:

<https://studentaffairs.duke.edu/ihouse/intl-graduate-and-professional-students>

## CMB PROGRAM ADVISING MEETINGS

Each CMB first-year will meet individually with the DGSs and several other program faculty in **mandatory** meetings on Wednesday, August 24 or Thursday, August 25 to discuss your courses, rotations and any other questions you have. Jodi will send scheduling details to your Duke e-mail.

## RESPONSIBLE CONDUCT OF RESEARCH

The purpose of the **required** Responsible Conduct of Research (RCR) training is to discuss the principles of academic integrity, professional conduct and research ethics in science. All entering CMB students **must** attend the first, one-day RCR course, BIOTRAIN 750, from 7:45 AM to 1:00 PM on Friday, August 26 in the Trent Semans Center Great Hall (breakfast and lunch provided). You should have registered for BIOTRAIN 750 already. If you have not, please register immediately using this site:

<https://applygp.duke.edu/register/?id=9d34ab45-40f9-448b-b43b-94f7f5d07c20>

OBGE provided further details via e-mail to you on June 22.

Like all biomedical Ph.D. students, CMB students will take additional RCR courses throughout their time at Duke. For complete information, see the OBGE RCR website:

<https://medschool.duke.edu/education/biomedical-phd-programs/office-biomedical-graduate-education/responsible-conduct-research>

## ACADEMIC CALENDAR

The University's 2022-2023 academic calendar is available here:

<https://registrar.duke.edu/calendars-key-dates/current-academic-calendar>

## COURSEWORK AND REQUIREMENTS

***Important note:** In May 2022, CMB converted from an admitting-only program to a full degree-granting program via a partnership with the Department of Cell Biology. Students matriculating in fall 2022 and thereafter will remain in the new degree-granting CMB program and receive a Ph.D. in Cell and Molecular Biology. Required courses are outlined below, and complete information on CMB courses, the prelim exam, thesis defense and other topics is available in the CMB bylaws. **Please read the bylaws carefully.** Keep in mind that courses and requirements have changed with the degree-granting conversion, so some information you hear from upper-year CMB students may be out of date. Always feel free to ask Sue, Mike, Stefano or Jodi when you have any questions.*

Coursework in CMB is designed to complement and extend your prior training while emphasizing hands-on, original research. You are required to register for all chosen courses each semester, including the core courses. **Registration occurs in DukeHub (<https://dukehub.duke.edu>) and can be accessed with your NetID and password.** Registration for the fall has concluded and classes will begin on August 29. Add/Drop

for the fall semester is ongoing and ends September 9. Courses will be in-person and at normal (pre-pandemic) density within the classroom, with masking required for all students and faculty, regardless of vaccination status.

All CMB first-years must enroll in the following three **fall 2022** courses:

**Research 1-01** (1 ungraded credit/semester)

This is an ungraded class that provides credit for your lab rotations. CMB added Research 1-01 as a requirement in fall 2020 because the course satisfies any applicable US Immigration and Customs Enforcement requirements for international students to enroll in an in-person or hybrid course.

**CMB 710** (1 graded credit/module)

Modular CMB core course (fall semester, first and second years). First-year students typically choose six modules, and each module runs two weeks. You must register for each module individually (one credit each). CMB students must take **nine total modular credits** before graduation, up to three of which can be from the University Program in Genetics and Genomics (UPGG) modular course UPGEN 778. You may take both CMB and UPGG modules during the same two-week period as long as the course meeting times do not overlap. The listed background reading should be completed for each module prior to the start of class. The list of fall 2022 modules has been sent to all CMB students and will be posted on the CMB program web site: <https://medschool.duke.edu/education/degree-programs-and-admissions/program-cell-and-molecular-biology/curriculum>.

**CMB 764** (2 ungraded credits/semester)

CMB 764 is a colloquium course that is required in the first and second years. This DGS-led class meets every Monday, during which a third-year student previews the upcoming Thursday Seminar given by a distinguished visiting scientist, and a fourth- or fifth-year student presents their own research. Some weeks will also feature presentations and discussion on topics in mentoring, diversity/inclusion/equity and professional development in science. **Attendance and participation are mandatory.**

In **spring 2023**, you must enroll in the following three courses:

**Research 1-01** (1 ungraded credit/semester; see above)

**CMB 764** (2 ungraded credits/semester; see above)

**CMB 720** (3 graded credits)

CMB 720 introduces students to current techniques in several areas of cell and molecular biology, including light microscopy, mass spectrometry, genomics, cell biology, genetic engineering and advanced cell culture. Each area will provide an overview of key experimental approaches and will present examples of data acquisition,

analysis and interpretation that will be complemented with problem solving and/or in-depth review by the students.

In **fall 2023**, you must enroll in the following course:

**BIOTRAIN 720** (3 graded credits)

BIOTRAIN 720 is a grant-writing course for biomedical research students. Participants prepare an NIH-style grant proposal on their own research and refine the proposal based on peer review feedback and mock study sections composed of students and faculty. BIOTRAIN 720 builds strong science communication skills and provides excellent preparation for the CMB preliminary qualifying exam.

Beyond these required courses, CMB students have the freedom to choose from classes taught in the School of Medicine basic science departments and elsewhere to fulfill the total graded credit requirement for CMB. ***All students should plan to complete 24 graded credits by the end of their second year (average of 6 graded credits per semester).*** Note that Research 1-01 and CMB 764 do not provide graded credits. Lists of basic and biomedical science courses from across Duke are available here: <https://medschool.duke.edu/education/biomedical-phd-programs/office-biomedical-graduate-education/student-resources/basic>

A special note about CMB/Neurobio/BME 733, “Experimental Design & Statistics for Basic Biomedical Scientists”: This popular class, taught by Professor Ted Slotkin, currently has a multi-semester waitlist. If you’d like to take the class *at any point during graduate school*, Professor Slotkin requests that you e-mail him as soon as possible so that you can be added to the waitlist: [t.slotkin@duke.edu](mailto:t.slotkin@duke.edu). Note that the course will not be offered in spring 2023 because Dr. Slotkin will be on sabbatical. The earliest openings are fall 2023 and spring 2024.

CMB curriculum at a glance (from the CMB bylaws):

Course	Description	Credits/hrs	Semester
CMB 710: Cell and Molecular Biology Modules	Nine modules required, three of which can be replaced with UPGEN 778. Additional modules can be taken if desired.	9 graded	Fall Y1-Y2
CMB 720: Modern Techniques in Cell and Molecular Biology	Experimental design and statistics; microscopy; analysis of proteins and metabolites; analysis of nucleic acids, etc.	3 graded	Spring Y1
BIOTRAIN 720: Grant Writing for	Development and writing an NIH-style research proposal; peer and	3 graded	Fall Y2

Biomedical Sciences	faculty critique of the written proposal		
Elective courses		9 graded	Y1-Y2
CMB 764: Seminars in Cell and Molecular Biology	Held weekly with DGS; paper discussions, research presentations, professional development	4 ungraded	Fall/spring of Y1-Y2
Research 1-01: Laboratory Rotations	At least three 8-week rotations	2 ungraded	Fall/spring of Y1
BIOTRAIN 750	RCR (Responsible Conduct of Research)	4 hours	Fall Y1
BIOTRAIN 751	RCR	4 hours	Spring Y1
BIOTRAIN 753	RCR	3 hours	Y2-Y3
BIOTRAIN 754	RCR	4 hours	Y4
RCR forums	Two must be completed before graduation		

## BOOKS

**No books are required** – most courses are taught from primary research papers. However, *Molecular Biology of the Cell* by Alberts may be useful for your CMB 710 assigned reading and background information. If you don't already have a copy of Alberts, older students may be willing to lend you one. E-mail the Young Ones leads before purchasing a book.

## ROTATIONS

During the first year, you must rotate in at least three research labs, and many CMB students choose to do fourth and fifth rotations as well. The purpose of rotations is to give you the opportunity to “try out” a lab and see if it will be a good fit for you and for your dissertation research. During each rotation, you will learn different scientific topics and techniques, meet new people and get a feel for the projects and working environment in each lab.

Rotations in AY22-23 will be eight weeks, starting and ending on the following dates:

- 1) August 29 to October 21
- 2) October 24 to December 16
- 3) January 9 to March 3
- 4) March 6 to April 28
- 5) May 1 to June 23

Rotations will be in-person, barring any changes due to COVID-19.

How do you find a rotation lab? To start, check out the CMB faculty directory for descriptions of faculty research interests:

<https://medschool.duke.edu/education/biomedical-phd-programs/program-cell-and-molecular-biology/cmb-faculty-directory>

CMB faculty can also create online videos describing their research and labs, which students can view any time through the Trainee Tracking Tool (T3) platform, developed by OBGE: <https://obge.loliel.com/accounts/login>. You can log into T3 using your NetID and password to browse faculty research descriptions, mentoring philosophies and rotation availability and to view faculty videos.

CMB offers a great deal of options in choosing your dissertation lab. Once you find labs that you're interested in, e-mail the principal investigator (PI) to begin a conversation about rotations. Do not hesitate to schedule in-person or video meetings with multiple PIs to discuss rotations before you decide – you may not be interested after talking with someone. **Be sure to ask whether the PI plans to accept students permanently into her/his lab this academic year before you commit to a rotation.**

Although you should plan your first rotation now, many students prefer to wait until later in the first semester to commit to a second rotation or beyond because your interests may change as you meet new students and faculty and are exposed to new areas of science. For more information on choosing a lab, see “Considerations of a Rotating Student...,” written by CMB students, at the end of this document, and refer to the guidelines and advice from OBGE.

At the beginning of each rotation, you'll be required to complete a short registration form about the lab and a brief description of your rotation project in T3. At the completion of the rotation, a confidential evaluation form must be filled out in T3. Your comments about the PI and lab will be visible to the DGS but *not* the PI.

**You are strongly encouraged to rotate only in labs affiliated with CMB.** If you want to join a non-CMB lab for your dissertation research, either the PI will have to join CMB (requires an application and service duties) or you will have to transfer out of CMB into another graduate program.



## CMB SYMPOSIUM

The annual student-organized CMB Symposium is a day-long scientific conference, planned and executed as a component of CMB 764. All first- and second-year students participate in the planning of the Symposium. Each year, first-years are divided into teams to pitch potential Symposium topics and propose sample speakers and formats. The Symposium topic is chosen through a friendly competition, in which each team presents its idea to the CMB community, and the audience votes. After the topic is selected, the entire first-year cohort plans the Symposium together. Attendance by CMB students at the Symposium is **mandatory during the first two years** and strongly encouraged thereafter. This year's Symposium topic is "Translational Research in the Triangle: From Bench to Bedside," scheduled for October 28, 2022.

## YOUNG ONES

Young Ones is student group that runs a series of student-led, informal social and advising events designed to acclimate incoming students to graduate school and life in Durham. Young Ones attendance is expected (and required for recruitment-centered meetings), as it is a great way to learn the ropes of the program, get advice on scheduling and joining labs and broaden your social and scientific network. The current Young Ones leaders are second-year students Kate Bland ([kate.bland@duke.edu](mailto:kate.bland@duke.edu)), Guinevere Connelly ([guinevere.connelly@duke.edu](mailto:guinevere.connelly@duke.edu)) and Huarui Zhou ([huarui.zhou@duke.edu](mailto:huarui.zhou@duke.edu)).

## RECRUITMENT

Participation in CMB interviewing and recruitment events is **mandatory for all first- and second-year students**. In AY22-23, we expect to hold virtual interviews in January/February and in-person campus visits for admitted applicants after that, but circumstances may change due to shifting COVID-19 conditions. Interviews and recruiting visits are designed to give prospective graduate students a sense of what it's like to be in CMB and to allow applicant assessment by current faculty and students. These events highlight the exciting research opportunities offered by CMB and provide recruits with ample time with faculty and current students. Student duties may include serving as a one-on-one Zoom or campus guides for interviewees as they meet with faculty and attending group activities (e.g., flash talks and dinner at faculty homes). The current recruitment committee roster is: Charlie Sheehan, Erick Maravilla, Elizabeth Mendes, Raven Luo, Natalie Thomas and Huarui Zhou. Interested first-year students can volunteer to serve on the recruitment committee for additional responsibilities. More information about the logistics of recruitment will be discussed during the **mandatory** Young Ones recruitment meeting in January.

## VACATION

Graduate students at Duke are allowed 12 business days of vacation time per year, in addition to designated University holidays (see [https://gradschool.duke.edu/sites/default/files/documents/policy\\_graduate\\_student\\_timeoff.pdf](https://gradschool.duke.edu/sites/default/files/documents/policy_graduate_student_timeoff.pdf)). Any additional time off during your first year must be discussed with and approved by the DGS. An extended absence may result in temporary withdrawal from the Graduate School, with re-admission according to their guidelines. Graduate student schedules are tied primarily to the lab, not the classroom, and lab work often continues even when classes are not in session. While you're doing rotations, any planned vacation time should be discussed with and approved by both your PI and your DGS. Once you join a lab, vacation plans must be discussed in advance and approved by your PI according to her or his lab-specific policies.

## STIPEND

Paychecks are issued on the last working day of each month. Stipends are typically paid via direct deposit (i.e., automatically deposited in your bank account). Jodi can assist with any questions about direct deposit paperwork and other payroll matters.

The stipend for first years will be distributed over a period of 13 months instead of 12, so that incoming students can be paid earlier and not have to wait for a month after arriving in Durham. As a result, your monthly stipend will be slightly higher in your second year and beyond, in which the same total dollar amount is distributed over a period of 12 months.

CMB and Duke cannot provide specific tax advice to individual students, but the following general information may be useful. Graduate student stipends are **taxable income**. Graduate students are 1099 non-compensatory for the first year, while you're being paid through institutional funds. After the first year, you'll be classified as a W-2 employee and will be paid through your lab. **Duke Payroll will not withhold taxes from your paychecks unless you file the appropriate paperwork.** If you want to choose withholding, be sure to complete and submit both the NC-4 and W-4 Forms ("Employee's Withholding Allowance Certificate") as soon as possible. These and other tax forms are accessible via the secure Duke@Work web site (<https://work.duke.edu/irj/portal/MyInfo>). Be sure to double-check your first few pay statements to verify that taxes are being withheld correctly. If not, it may be necessary to resubmit your forms. Jodi can assist with questions or concerns about withholding.

These web sites offer additional useful information and general advice about money and taxes:

### Duke Financial Services

<https://finance.duke.edu/payroll/tax>

### Personal Finance@Duke

<https://personalfinance.duke.edu>

### **The Graduate School Financial FAQs**

<https://gradschool.duke.edu/financial-support/financial-faqs>

### **International House Living Essentials**

<https://studentaffairs.duke.edu/ihouse/living-essentials>

## **PARKING**

Students who wish to park on campus must register for a permit from the Parking Office.

### **HOW TO REGISTER**

Information for registering for a graduate student parking permit can be found here: <https://parking.duke.edu/parking/permits/student-permits/graduate-professional-students>

Most CMB students park in the Science Drive Garage. Some students use Research Drive, which is closer to many of the research buildings on the School of Medicine campus. If possible, we recommend you get on the waitlist early, since eligibility can take a couple of years. You can sign up here: <https://duke.t2hosted.com/Account/Portal> under “add/edit waitlists” at the bottom of the page. However, many students are no longer able to sign up for waitlists. Associate Dean Beth Sullivan from OBGE is working with the parking office to try to obtain parking options that are more affordable and closer to where most students work. We have been told we should hear an update on this by the end of the summer.

### **AFTER-HOURS PARKING**

After hours (5:00 pm - 6:59 am) on weekdays and all day on weekends, any Duke parking permit will give you access to almost all campus lots and garages. If you purchased a parking permit for any lot, it will also work as your after-hours permit with no additional registration necessary. If you decide not to purchase a parking permit, you can still park for free after hours but only in certain lots and you must register on the Duke parking website. You can pay \$20 a year to park in all lots after hours (if you do not have a parking permit already). Register on the Duke parking website:

<https://parking.duke.edu/parking/permits/after-hours-permit-night-permit>

## **ALTERNATE TRANSPORTATION METHODS**

### **BIKE COMMUTERS**

Many people ride their bikes to campus. If you decide to do so, you can register as a bike commuter to receive benefits, such as two free parking passes per month for days

that you have to drive. Below is a helpful map provided by parking services that designates bike-friendly roads around campus. Bike racks are available outside most buildings on West Campus and showers are available in several buildings on campus.

<https://parking.duke.edu/sites/default/files/duke-medicine-transit-map.jpg>

### **CARPOOL PASSES**

Duke encourages carpooling by offering discounted parking passes and priority lots for those who register as carpool commuters. Details can be found here:

<https://parking.duke.edu/alternative/carpool>

### **BUS PASSES**

Students can get a free GoPass from Duke, which allows for unlimited rides on all GoTransit buses in the area, including GoDurham, GoTriangle, and GoRaleigh. For information on Duke and municipal bus systems, see: <https://parking.duke.edu/buses>

### **MOTORCYCLES AND MOPEDS**

If you ride a motorcycle or scooter to campus, you can purchase a parking pass for significantly less than parking passes for cars. This pass allows you to park at any bike rack on campus or other designated motorcycle/scooter parking locations. Visit

<https://parking.duke.edu/parking/permits/motorcycles-mopeds> for details.

## **DUKECARD**

The DukeCard is your student ID card and will allow you to enter buildings on campus, the gyms, attend sporting events, and can help you access parking if you hold a permit. For more general information about DukeCard, including the mobile version on your smartphone, visit <https://dukecard.duke.edu>. Most campus buildings are locked after 6:00 pm during the week and all day on the weekends, and most School of Medicine buildings are locked 24/7. Therefore, always carry your card with you.

Students may request a physical DukeCard if they meet one of two requirements. 1) If you are unable to download the Mobile DukeCard for technical reasons or 2) If you need access to a specific lab or Health System buildings and require a Prox DukeCard. If you still need to obtain a physical Duke ID card, schedule an appointment at

<https://dukecard.duke.edu/dukecard-appointments> and be sure to fill out the DukeCard request form at

<https://dukecard.duke.edu/sites/default/files/Card%20Request%20Form%20-%20University%202020%20V13%20accessible.pdf>. Be sure to check with your first rotation lab or Jodi to ensure you have access to the necessary buildings.

There is an option to use your DukeCard as a flexible spending account, allowing you to purchase food on campus free of tax. Duke also provides a DukeCard printing allowance

of 2 cents/page, with a \$35 limit per semester. Printing is available in the Perkins Library, the Medical School Library, and any e-print station on West Campus.

In addition to providing on-campus benefits, a DukeCard can come in handy for getting discounts at some local grocery stores and other businesses. For example, Harris Teeter offers a 5% discount after registering at the listed locations (<https://www.harristeeter.com/pr/college-rewards>) and The Fresh Market offers a 10% discount at some of their stores. Many other local businesses provide student discounts, so be sure to ask!

## STUDENT HEALTH, HEALTH INSURANCE, AND IMMUNIZATIONS

Home page: <http://www.studentaffairs.duke.edu/studenthealth>

### INSURANCE

Every student at Duke must have medical insurance. Duke sponsors the Student Medical Insurance Plan (SMIP, BlueCross BlueShield), and the Graduate School will pay your premiums for SMIP. If you prefer, you may acquire your own private medical insurance separately. However, you must provide proof to the Bursar's Office that you are covered by an adequate policy. The Graduate School will pay a modest stipend supplement (~\$600) if you waive the SMIP by September 15, 2022. For more information, see <https://studentaffairs.duke.edu/studenthealth/health-insurance>.

As of fall 2022, graduate students will also receive dental insurance. For information and updates, please see: <https://gradschool.duke.edu/financial-support/medical-and-dental-resources#dental>

### IMMUNIZATIONS

**June 15** was the deadline to submit immunization documentation forms. If you have not done so, it is *vital that you submit forms as soon as possible*. If proof of immunization is not properly submitted, your enrollment may be blocked or delayed. See: <https://studentaffairs.duke.edu/studenthealth/immunization-compliance>.

You must be fully vaccinated against COVID-19, including any boosters you are eligible for. For information on free vaccines and to check your Duke vaccination record status, see <https://covidvaccine.duke.edu>.

In the fall of each year, Duke offers flu shots free of charge to all students and staff. All students and workers in all School of Medicine departments are required to receive annual flu vaccines and everyone else is strongly encouraged to do so. For details, visit <https://flu.duke.edu/vaccination>.

## WELLNESS RESOURCES

Duke offers outstanding recreational facilities, and CMB students are encouraged to take advantage of these, as virtually any form of exercise promotes well-being and a relief from daily stresses. Facilities and opportunities, in addition to traditional gym resources, include aquatics, group fitness classes, personal training, intramural sports, outdoor adventures and sports clubs. The Graduate School pays for Ph.D. students' access to Duke recreational facilities during their first five years of study. See <https://recreation.duke.edu> for more information.

The Student Wellness Center (<https://studentaffairs.duke.edu/wellness>) is located in the heart of the Duke Campus. The Center provides individual and group outreach services and serves as a hub for information on wellness. It also provides resources for drug education and harm reduction, as well as sex education. Within the Student Wellness Center are Student Health Services, DuWell, Counseling and Psychological Services (CAPS), DukeReach, Nutrition Services, a pharmacy, a dental office and a mindfulness garden. Many services are also available online due to COVID-19 (see individual web sites below for details).

Student Health Services (<https://studentaffairs.duke.edu/studenthealth>) provides a wide range of health care services, and many of these are covered by the student health fee. It can serve as the primary care physician for students and, if needed, provide referrals to specialists in the Duke Medicine network. Additional services include an allergy clinic, an international travel clinic, laboratory work, nutritional services and physical therapy.

DuWell (<https://studentaffairs.duke.edu/duwell>) promotes individual wellness through a holistic approach that integrates many areas of life: financial, social, spiritual, intellectual well-being, mind-body and the environment. DuWell sponsors many “Moments of Mindfulness” classes and activities that include Koru mindfulness, guided meditation, tea ceremonies, drum circles, paint nights, tai chi, yoga, and more. Koru mindfulness (named for the Maori word for an unfurling fern frond, which symbolizes balanced growth) deserves special mention as an evidence-based program that was developed at Duke specifically for students. The program teaches mindfulness and meditation as effective way to manage stress and anxiety.

Counseling and Psychological Services (CAPS) (<https://studentaffairs.duke.edu/caps>) has a staff of over 20 and manages issues that are best addressed in collaboration with a trained mental-health professional. Services are covered through the student health fee and include confidential assessment and individual, group and couples counseling and therapy. An initial assessment can be done on a walk-in basis, and recommendations are made as to whether continued treatment at CAPS, at another Duke resource, or in the community is most appropriate.

DukeReach (<https://studentaffairs.duke.edu/dukereach1>) is a good starting point if students are unsure of where to turn for health, well-being or safety resources, for themselves or for fellow Duke students. DukeReach also provides services for

faculty, staff, parents or peers who are concerned about the well-being of a student. Case-management services include coordination, advocacy, referrals and follow-up services for students experiencing difficulties related to physical health, mental health and/or psychosocial adjustment. Resources are available during regular business hours and a dean-on-call is available in the case of emergencies. Blue Devils Care (<https://studentaffairs.duke.edu/caps/how-we-can-help/bluedevilscares>) is a no-cost mental telehealth service (TalkNow) that is available for students 24/7. This resource provides immediate access to a qualified mental health professional to discuss a wide range of issues, such as stress, anxiety, depression and grief and loss.

**Coaching:** OBGE offers free wellness and professional development coaching to all biomedical Ph.D. students. This form of coaching is about the whole person: your values, goals, work, balance, fulfillment, and life purpose. Any concern that gets in the way of achieving optimal well-being is the perfect subject for beginning coaching (for example: stress, exercise, rest, communication, relationships, writing your thesis, career planning, physical space, professional development). Coaching effectively motivates and supports goals through a structured partnership between the client and coach. The licensed OBGE coach helps individual students develop and realize their optimal vision through inquiry, personal discovery, and accountability. Many students have said it helps just to be able to talk things through. For more information, see <https://medschool.duke.edu/education/biomedical-phd-programs/office-biomedical-graduate-education/obge-phd-student-wellness>

## GRADUATE AND PROFESSIONAL STUDENT GOVERNMENT (GPSG)

The Duke Graduate and Professional Student Government (GPSG) is a great resource for graduate and professional students throughout their time at Duke. GPSG has forums and classified ads (a good place to look for housing) on their website, organizes numerous committees across campus and hosts frequent social events. The GPSG website is a great resource: <https://gpsg.duke.edu>. **CMB is looking for a representative to GPSG for the 2022-2023 academic year!** If you're interested, contact Mike, Jodi or Young Ones leaders. Additionally, any graduate or professional student is welcome at GPSG meetings.

## MEN'S BASKETBALL SEASON TICKETS

Pre-COVID, GPSG hosted **Campout** over a weekend in September or October (2022 details are still to be announced). Graduate students camped out in tents or RVs for the weekend to enter a lottery for basketball season tickets. Usually, CMB students form a large group to enter the lottery together, then share any tickets they win after successful

completion of the weekend. Please refer to the below website or contact CMB student Scott Kum, who is a graduate usher. [https://goduke.com/sports/2021/10/5/duke-mens-basketball-student-tickets.aspx?xd\\_co\\_f=Mjk2ZWFhNTctZjM5ZC00ZjFmLWJhMmYtYzE5YTRjNWE0NTM1](https://goduke.com/sports/2021/10/5/duke-mens-basketball-student-tickets.aspx?xd_co_f=Mjk2ZWFhNTctZjM5ZC00ZjFmLWJhMmYtYzE5YTRjNWE0NTM1)

## HOUSING AND RECREATION

### HOUSING

These web sites may be useful in finding local housing options:

<https://www.nearduke.com/housing>

[www.dukelist.duke.edu](http://www.dukelist.duke.edu)

(Like Craigslist for Duke student/employees, with housing opportunities, furniture and other needs.)

[www.apartmentratings.com](http://www.apartmentratings.com)

[www.apartmentguide.com](http://www.apartmentguide.com)

### THINGS TO DO

Some ideas for exploring Durham and the Triangle!

[www.triangle.citysearch.com](http://www.triangle.citysearch.com)

\*Great website for all things in the Triangle: restaurants, shopping, etc.

[www.historicbrightleaf.com](http://www.historicbrightleaf.com)

\*Restaurants and shops in downtown Durham

[www.americanbaccohistoricdistrict.com](http://www.americanbaccohistoricdistrict.com)

\*Restaurants, concerts, etc. in downtown Durham

<https://www.ncparks.gov/eno-river-state-park/home>

\*Eno River is the state park in north Durham

[www.streetsatsouthpoint.com](http://www.streetsatsouthpoint.com)

\*Nearby mall

[www.durham-nc.com](http://www.durham-nc.com)

\*Official visitor and newcomer information site



<https://twitter.com/carpedurham?lang=en>

\*Info about restaurants and bars in Durham

[www.dpacnc.com](http://www.dpacnc.com)

\*Durham Performing Arts Center website. This venue is the largest in Durham for all sorts of great performing arts shows. Be sure to look for student or group deals too.

<https://www.fullsteam.ag/>, <https://www.bulldogcityciderworks.com/>,  
<https://www.motorcomusic.com/>, <https://urbanaxes.com/durham/>,  
<http://theboxcarbar.com/durham/>, etc.

\*Various bars in downtown Durham

## **SPORTS**

[www.dbulls.com](http://www.dbulls.com)

\*Home of the Durham Bulls baseball team

[www.carolinahurricanes.com](http://www.carolinahurricanes.com)

\*Official site of the Carolina NHL hockey team

[www.goduke.com](http://www.goduke.com)

\*The official Duke University Blue Devils' athletics website

## **CONSIDERATIONS FOR A ROTATING STUDENT – THOUGHTS, OPINIONS, AND ADVICE FROM CURRENT AND FORMER CMB STUDENTS**

The most important decision students must make their first year of graduate school is choosing a thesis lab. Thinking carefully about all aspects of your personality, interests, goals and work habits throughout each rotation will help in making an informed decision as to which professor and lab will provide the best fit for your graduate training. While the average student generally completes three rotations, you should not hesitate to do more if needed. It is better to take your time to find the right lab than to rush to join a lab that is a bad match for you or to switch labs later. The following are three major areas a rotating student should consider during the rotation process.

### **PROFESSOR**

The professor or principal investigator (PI) is a significant source of influence for their students. The PI will help you design your thesis project and shape the scientist you will become. During the rotation you and the PI should develop an understanding for each other's expectations upon joining the lab. Carefully consider any potential concerns that may develop over your tenure in the lab and discuss these issues in advance of joining. Below are some points you may want to consider.

1. What is the PI's mentoring style? The student should examine their own personality/experience/work style and find a PI whose mentorship style works well with the students.
2. How much freedom does the PI allow a student in designing their own thesis project and experiments?
3. How accessible is the PI? Is the PI often away, providing little opportunity for face-time?
4. What is the PI's view on work-life balance? How does the PI administer the Graduate School's vacation policy for Ph.D. students?
5. Does the PI condone participation in activities outside bench work in which a student may be interested? For example, taking non-required courses, teaching assistantships, or extracurriculars.
6. How does PI manage the lab environment? Can they recognize and solve interpersonal conflicts?

### **LAB ENVIRONMENT**

The atmosphere of your work environment is very important, since this is the place where you will spend the majority of your time while in graduate school. Make sure it is a place where you can be happy and productive. However, do not put too large an emphasis on the current lab members, as these people will turn over as you progress through your degree. Questions to ask yourself include:

1. Are you interested in the area of research?
2. How big is the lab?
3. What resources (tech, equipment, etc.) are available?
4. Do you get along well with the people in the lab?
5. What is the “lab spirit?”
6. Is there collaboration both within the lab and with other labs?

## **YOUR FUTURE**

You need to make sure that the lab you choose will prepare you well for your future career. Some points to consider include:

1. Is the lab accepting graduate students? How many? Sometimes PIs allow rotations even though they are not going to have space or funds to recruit students that year. It's a good idea to ask PIs whether they expect to accept permanent students into their lab this year **before** you agree to a rotation.
2. Can the lab fund you and your research?
3. Is the PI willing to help you apply for your own fellowships, if you are eligible?
4. Is your professor tenured or untenured? This can affect the mentoring style of a PI.
5. What is the average time to graduate from the lab? National average is ~5-5.5 years.
6. What kind of jobs/post-doc positions have lab alumni received?

Remember, talking to other graduate students in the lab, or previous rotation students, is one of the best ways to get a feel for the lab. However, these are individual experiences and opinions and cannot always be generalized. Try talking to multiple people about their experiences, and then filter that information through your own individual perspective, strengths, weaknesses, preferences, goals, etc. In addition, feel free to discuss your concerns with your CMB program director and DGSs, as they have a long-standing memory about the program and know first-hand which labs students have thrived or struggled in. Good luck!

## SECOND-YEAR LABS AND AFFILIATIONS

<b>Name</b>	<b>Rotation 1</b>	<b>Rotation 2</b>	<b>Rotation 3</b>	<b>Rotation 4</b>	<b>Program</b>
Caroline Aufgebauer	Stacy Horner	Hashim Al-Hashimi	Kate Meyer	-	MGM
Kate Bland	Nick Heaton	Matthias Gromeier	Stacy Horner	-	MGM
Guinevere Connelly	Bruce Sullenger	Simon Gregory	Dennis Ko	Charlie Gersbach	UPGG
Ziqi (Alvin) Lu	Stefano Di Talia	Yarui Diao	Alexander Hartemink	-	CMB
Zhehao Ma	Xiaofan Wang	Niccolo Terrando	Qijing Li	-	MCB
Choiselle Marius	Yarui Diao	Amy McNulty	Ken Poss	Benjamin Alman	CMB
Jordan Schneider	Dong Yan	Jeremy Kay	Chantell Evans	-	CMB
Natalie Thomas	Josh Snyder	Pelin Volkan	Eva Naumann	Raphael Valdivia	CMB
Jing Xie	Romain Cartoni	Yarui Diao	Benjamin Alman	-	CMB
Huarui Zhou	Christopher Kontos	Goldis Malek	Ming Chen	Steven Haase	CMB

More comprehensive rotation information for G2's and G3's can be found at:

[https://docs.google.com/spreadsheets/d/1r2OsLoHQ46UkY5LRLg8Oxo5oJUfGyDyGs\\_gYH5QCAI4A/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1r2OsLoHQ46UkY5LRLg8Oxo5oJUfGyDyGs_gYH5QCAI4A/edit?usp=sharing)

## AGREEMENT TO TERMS & CONDITIONS OF CMB HANDBOOK AND CMB BYLAWS

By signing, I affirm that I have read and understood the information outlined in **both** the CMB Handbook **and** the CMB bylaws, and I agree to the terms and conditions laid out.

*Please sign this page and return it electronically to the DGSA (Jodi Belanger, [jodi.belanger@duke.edu](mailto:jodi.belanger@duke.edu)) by 5:00 PM on Friday, August 26.*

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Printed name

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Signature

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Date