

Graduate Studies in Chemistry Washington State University

2017-2018

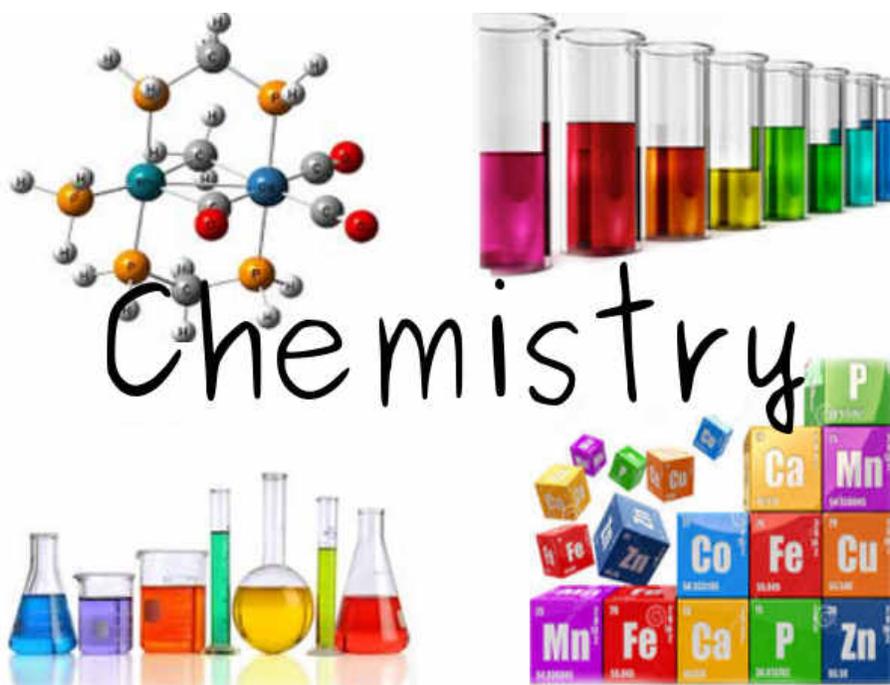


TABLE OF CONTENTS

A. Graduate Student Learning Outcomes	3
B. General Departmental Requirements	4
1. General Course Requirements	4
2. Seminars.....	5
3. Selection of Ph.D. Committees.....	5
4. Annual Progress Reports.....	5
5. Preliminary Exams.....	6
C. Specific Divisional and Degree-track Requirements	7
Course Summary Matrix	8
1. Analytical/Environmental/Radiochemistry (AER)	9
2. Inorganic.....	13
3. Materials.....	15
4. Organic and Chemistry of Biological Systems (CBS).....	16
5. Physical.....	20
D. General Ph.D. Timeline Overview	24
E. M.S. Degree Requirements	26
F. Graduation	29
G. Residency Requirements	30
H. Workplace Environment & Resources	32
I. Chemistry Graduate Student Society (GCS)	33
J. Contact Information	34

Last update: 8/2017

A. GRADUATE STUDENT LEARNING OUTCOMES:

- Achieve expertise in fundamental areas of analytical, organic, inorganic, and physical chemistry
- Apply theory and methodologies within these areas to conduct independent research that addresses scientific and technological problems of broad chemical interest
- Effectively communicate the results of their research in peer reviewed journal articles and in oral presentations to chemistry faculty and students in the department and at local, regional and national conferences
- Become effective members of the scientific community by participating and taking leadership roles in teaching, professional organizations, and service on local, regional and national levels
- Become independent, motivated researchers in a specific area of study with the ability to recognize and address important scientific problems and to make original contributions to the solution of these problems
- Present an original proposal summarizing the existing literature in their area of study, posing an extant question or hypothesis, and presenting their plans for investigating and advancing the state of knowledge in this area
- Conduct independent research using sound methods of data collection and analysis
- Effectively present the results of their research in written and oral presentations
- Be prepared to successfully compete for academic, industrial, and government lab positions on graduation
- Perform undergraduate teaching, grading, and mentoring activities

B. GENERAL DEPARTMENTAL REQUIREMENTS

1. General Course Requirements

The Chemistry Department requires all Ph.D. students to complete 28 semester hours of graded (A-F) coursework earning a C or better beyond the Bachelor's degree. Up to nine semester hours of this requirement may be selected from non-graduate (300 or 400 level) courses not previously taken by the student and approved by his/her thesis committee. Graded seminar courses numbered 500 or above also meet the requirement (and can be used up to 6 times). An minimum overall GPA of 3.0 (out of 4.0) must be maintained for satisfactory progress towards the degree.

The Chemistry Department also requires that all students enroll for one credit of CHEM 590 – Introduction to Research Topics in their first semester. Graduate students who wish to serve as Teaching Assistants are also required to complete 1 credit of CHEM 555 – Teaching Workshop.

Full-time graduate students in the Chemistry Department enroll between 10-16 credit hours each semester (except summer session). CHEM 800 is variable credit. The credit amount varies depending on course load.

An <u>example</u> of a 1st Fall course load: CHEM 531 (3 credits, elective) CHEM 514 (2 credits, AER elective) CHEM 518 (2 credits, AER elective) CHEM 590 (1 credit) CHEM 555 (1 credit) <u>CHEM 800 (4 credits)</u> Total: 13 credits	An <u>example</u> of a spring course load: CHEM 501 (3 credits) CHEM 510 (2 credits, AER elective) <u>CHEM 800 (5 credits)</u> Total: 10 credits
Please note: These are simply examples and are not a recommended plan as course offerings vary. Students should aim to complete all of their coursework by the end of Fall semester of their 3rd year.	

Students must be affiliated with research groups by the middle of the second semester of their 1st year and should receive course advising from their research supervisor during the third and later semesters.

2. Seminars

During the academic year, Departmental research seminars are held each Monday in Fulmer 201 at 4:10. These are typically presented by invited faculty and chemists external to WSU and involve research topics spanning all disciplines of Chemistry. Unless a student has a conflict due to their teaching assignment or illness, attendance is mandatory for all graduate students.

Each division also has their own individual seminar program that consists of predominately student presentations. These are outlined in the individual program descriptions given below.

3. Selection of Ph.D. Committees

Ph.D. students are required by the Graduate School to select a Ph.D. Committee by the middle of their third semester and to submit the names and signatures of the committee members, along with a course program, to the Graduate School. The department strongly recommends that the degree program of study be completed by the end of the 2nd semester. The current policy in the Chemistry Department is that the Ph.D. committee should consist of at least **four** members: the research advisor, two faculty from any division in the Chemistry Department, and a fourth person from either a division in the Chemistry Department other than the student's or from an outside department who is knowledgeable in the student's area of research. The majority of committee members must be active Chemistry Graduate Faculty members with at least one being a permanent member of the Chemistry Graduate Faculty.

4. Annual Progress Reports

The Graduate School requires the department to annually evaluate the progress of graduate students toward completion of their degree requirements. The evaluation is conducted shortly after the end of the Spring semester each year by the Associate Chair of the department in consultation with a student's research advisor, teaching supervisor, and the graduate faculty. Students should submit a written statement of their progress, as well as a current Curriculum Vita,

to their research advisor by the end of the Spring semester each year. Once a committee is selected, the student is also required to meet with them at the end of each Spring semester to discuss his/her progress toward completion of the Ph.D. course and research requirements. Students are expected to perform well in coursework, teaching and research in order to remain in good standing in the department and Graduate School. A grade point average of 3.0 or above is formally required to maintain good academic standing. A student's teaching evaluations and research progress will also be considered in the annual evaluation. In addition, the department will hold an administrative review of graduate students at the end of the Fall semester. If a problem is identified, the student will be notified and given an opportunity to improve before the formal spring review. **Poor performance in any one of the three areas may lead to loss of financial support.** Students will be provided with a written evaluation of their progress each year by the department.

5. Preliminary Exams

Advancement to candidacy for the Ph.D. degree is achieved by passing a formal oral Preliminary Exam. This is typically completed in the Fall semester of a student's third year. While each divisional requirement differs (see below), generally it involves a formal written research proposal with an oral defense. This exam must be scheduled with the Graduate School at least 10 working days before the exam date. To qualify to take the Preliminary Exam, each division or degree track has some sort of written and /or oral exam that occurs sometime during a student's second year of graduate study, generally at the end of Spring semester. Explicit details are given below.

C. SPECIFIC DIVISIONAL AND DEGREE-TRACK REQUIREMENTS

Specific course requirements for each division or cross-divisional track can be found in this handbook, as well on the web:

[Analytical, Environmental and Radiochemistry](#)

[Inorganic](#)

[Materials Chemistry](#)

[Organic and Chemistry of Biological Systems](#)

[Physical Chemistry](#)

Course Requirement Matrix for the Ph.D. in Chemistry (28 minimum graded credits)

	AER	Physical	Organic/CBS	Inorganic	Materials
Intro To Research	CHEM 590 (1 cr)	CHEM 590 (1 cr)	CHEM 590 (1 cr)	CHEM 590 (1 cr)	CHEM 590 (1 cr)
Teaching Assist.	CHEM 555 (1 cr)	CHEM 555 (1 cr)	CHEM 555 (1 cr)	CHEM 555 (1 cr)	CHEM 555(1 cr)
Required courses for each division	CHEM 520 (3 cr)	CHEM 509 (3 cr) CHEM 531 (3 cr) CHEM 532 (3 cr) CHEM 534 (3 cr) CHEM 564 (3 cr)	CHEM 542 (3 cr.)	CHEM 501 (3 cr) 6 cr. hours of CHEM 503 (3 cr)	CHEM 531 (3 cr) CHEM 480 (3 cr) CHEM 501 (3 cr) CHEM 542 (3 cr) MSE 503 (3 cr) MATSE 571 (3 cr)
Division Electives	<u>10 cr. hours from:</u> CHEM 425 (2 cr) CHEM 426 (2 cr) CHEM 510 (2 cr) CHEM 514 (2 cr) CHEM 517 (2 cr) CHEM 518 (2 cr) CHEM 521 (2 cr) CHEM 522 (1 cr) CHEM 527 (2 cr) CHEM 529 (1-3 cr) CHEM 535 (3 cr) CHEM 550 (1-3 cr)		<u>9 cr. hours from:</u> CHEM 540 (3 cr) CHEM 543 (3 cr) CHEM 544 (3 cr) CHEM 545(3 cr) CHEM 546 (3 cr) CHEM 572 (3 cr)		
Electives approved by Committee	12 cr. hours of electives approved by committee	7 cr. hours of electives approved by committee	10 cr. hours of electives approved by committee	17 cr. hours of electives approved by committee	5 cr. hours of electives approved by committee
Seminar Credits	3 cr. hours of CHEM 592 (1 cr each)	3crs. up to 6 cr. hrs. of CHEM 593 (1 cr each)	3crs. up to 6 cr. hrs. of CHEM 594 (1 cr each)	2 cr. hours of CHEM 592 (1 cr each)	3crs. up to 5 cr. hrs. of CHEM 593 (1 cr each)

I. Requirements for the Analytical, Environmental and Radiochemistry Division (AER)

1. General Information

The degree of Doctor of Philosophy in Analytical Chemistry is awarded in recognition of distinguished scholarship and original contributions to knowledge. Although formal courses are required, the award is made primarily for creative scholarship rather than for the accumulation of credits in courses or for the completion of the requirements listed in this document. Thus, it is of paramount importance that you begin research in the laboratory at the earliest possible time.

2. Research Program

Normally you should spend the first semester talking with research faculty and graduate students about the research being conducted within the Chemistry Department. You should have selected a research advisor to guide you throughout the Ph.D. program by the end of this First semester. If you have decided on a specialization in the Analytical, Environmental, or Radiochemistry area, you should have discussed your interests with each member of the AER faculty before formally selecting the advisor. During the second semester, you should begin work in your advisor's laboratory.

3. Ph.D. Advisory Committee

With the aid of the research advisor, a Ph.D. Advisory Committee should be selected during the second semester of graduate study. This Committee must consist of at least four graduate faculty members, two of whom must be members of the AER faculty.

4. Formal Course Program and Other Requirements

With the aid of the Ph.D. Advisory Committee, a formal course program must be selected and filed with the Graduate School by the end of the first summer. This formal program must include 28 semester hours of 400 and 500 level graded courses beyond the Bachelor's degree. These courses must be listed in the Graduate Study Bulletin or be approved for graduate credit since publication of the last Bulletin. 300 level courses in departments other than Chemistry may be counted if they are approved by your Ph.D. Advisory Committee. Specific requirements for the formal course program are listed below:

1. Three hours of Chemistry 592 “Analytical Seminar”. Every AER student must give a minimum of three seminars during the Ph.D. program: a literature seminar, a proposal seminar, and a final research seminar. These seminars may be taken for credit and must be listed on the formal course program. Participation in informal seminars, group discussions, etc. are a normal part of every student’s program. AER students are expected to attend all Chem 592 activities whether enrolled in the course or not.
2. Ten hours (of coursework) selected from the following analytical courses (Note: Analytical courses are revised periodically, but the 10-hour requirement will remain in effect):

Chem 425	(2 hr)	Instrumental Analysis
Chem 426	(2 hr)	Instrumental Analysis Laboratory
Chem 512	(2 hr)	Bioanalysis
Chem 514	(2 hr)	Mass Spectrometry
Chem 517	(2 hr)	Chromatography
Chem 518	(2 hr)	Electrochemistry
Chem 521/522	(3 hr)	Radiochemistry and Radiotracers – Lecture and lab
Chem 527	(3 hr)	Environmental/Aquatic Chemistry
Chem 529	(2 hr)	Selected Topics in Analytical Chemistry
Chem 535	(3 hr)	Applied Spectroscopy
Chem 550	(3 hr)	Nuclear Fuel Cycle

Each student will present an oral research report to the analytical faculty and students during the 3rd semester.

5. The Ph.D. Preliminary Examination

All AER graduate students must complete the Ph.D. qualifying and preliminary exam for advancement to candidacy, normally by the end of the fifth semester of graduate study but no later than the end of the third year.

The Preliminary Examination consists of two basic components:

1. A written qualifying examination during the fourth semester administered during Spring break.
2. Submission of a research proposal and an oral examination during the fifth semester.

A. Written Examination.

Written Examinations will be taken in the fourth semester (normal progress). These examinations will cover the basic fields of analytical chemistry and related disciplines and the level of competency will be set at the advanced graduate level.

B. Research Proposal.

During the fifth semester of study, you must submit a research proposal. This proposal will normally be related to the thesis project and must be approved by the Doctoral Committee. The proposal must contain some original work performed by you at WSU. The proposal must also contain an authoritative review of the topic, and extensive bibliography, and experimental details of proposed research.

The research proposal will be formally submitted to the AER faculty at the beginning of the 5th semester and a 45-minute seminar will be presented to the faculty and students. The Doctoral Committee must approve the research proposal before you can continue to the oral examination.

C. Oral Examination.

The Oral Examination will be scheduled to take place after submission of the research proposal. The Oral Examination will be basically a defense of the research proposal, but questions may be asked on the written examination or in any area the Committee feels is appropriate. If the Oral Examination is passed, the Ph.D. Preliminary Examination is complete and you advance to Ph.D. candidate status.

D. Unsatisfactory Performance.

If the Preliminary Examination is failed, the Committee may advise the termination with a M.S. degree, or may recommend that the Examination be retaken. If the Oral Examination is failed, only the Oral Examination need to be rescheduled.

6. Ph.D. Thesis

Each student will write a Ph.D. thesis in a form determined by the Advisory and the student's Committee. An AER divisional seminar must be given prior to the final thesis defense Oral Examination.

II. Requirements for a Ph.D. in Inorganic Chemistry

The requirements for a Ph.D. in Inorganic Chemistry include the preliminary exam, two formal seminars, and course requirements.

Given below is a general outline of the requirements. There is considerable flexibility in the system to accommodate the wide range of interest included in the Division of Inorganic Chemistry. Each student will prepare an individualized program appropriate to his or her interests and preparation before coming to WSU.

Course requirements include 6 credits of 503. Other courses would depend on the individual's research interests and individualized degree program.

The preliminary exam in Inorganic Chemistry consists of a one day written qualifying exam and, if the written qualifying exam is passed, an oral exam. The written qualifying exam should be taken by the end of the fourth semester, the oral exam in the fifth semester, after the second summer. The preliminary exam system is made to accommodate the individualized degree programs of our students. The written qualifying exam covers basic material, with some emphasis on the student's area of specialization. The oral exam is based on the defense of a short research proposal on a topic approved by the members of the student's committee. This proposal is expected to include preliminary results from the student's laboratory activities. This proposal is to be submitted to the committee at least two weeks before the exam. Students are encouraged to discuss their proposal with others, including their committee.

Two formal seminars are required. The first would normally be given by the end of the third year and should be on a topic not directly related to the individual's research problems. Suggested topics for this seminar will be provided. The second seminar should be given several months before the completion of the Ph.D. degree, and would concern research results.

PROPOSAL OUTLINE

The proposal should be less than 10 pages, typed and double spaced not including figures. In it, demonstrate a thorough knowledge of the chemistry involved, and the creativity to recognize a problem and a method of solving it. The proposal should be divided into the following sections:

- I. Objectives and Hypotheses:** This section should be a statement of the research objectives to be achieved, the hypotheses to be tested, or the questions to be answered. Cite and evaluate related work that provides useful information.

- II. Procedure:** Give enough detail to indicate the logic of the suggested approach, and show that your approach is adequate to achieve the objectives.

- III. Justification:** Summarize why this work should be undertaken, in terms of its impact on current knowledge in chemistry and in the broader context of science in general.

- IV. Preliminary Results**

III. Materials Chemistry Track

Graded Course Requirements (Minimum)

<u># of Courses</u>	<u>Type of courses</u>
6	3 Credit Lecture Courses
5	1 Credit Seminar Courses (Chem 593)
Variable	5 credits of electives

Total = 28 graded credit hours

The Committee and the Preliminary Exams

The committee MUST consist of at least one member from two of the divisions of the chemistry department, and will have at least 4 committee members, total. The student should select a committee by the start of the second year. The preliminary exam will be written by the students Dissertation Committee and will be offered whenever the committee as a whole determines that the student is prepared to take it. The exam will consist of two written and one oral portions. The written exams will be: (1) a 6 hour exam over fundamentals as reflected in the required course work, and (2) a proposal that follows NSF format, must contain original preliminary data. The first written exam will be based on the content of four of the required course. The students committee selects which courses best reflect the students research goals and will provide the student with that list at least 1 semester prior to the date of the written exam.

Required Courses

Chem 531 or 532 -- Advanced Physical Chemistry (3)
Chem 501 -- Advanced Inorganic Chemistry (3)
Chem 542 -- Advanced Organic Chemistry (3)
Chem 480 -- Solid State Chemistry (3)
Chem 593 -- Seminar (to be taken 5 times)
MSE 503 -- Current Topics in Materials Science (3)
MATSE 571 -- Microscopic Analysis of Solids and Surfaces (3)
=23 hours

plus 5 credit hours of electives drawn from the Colleges of Arts and Sciences or Engineering.
=28 hours

IV. Organic and Chemistry of Biological Systems (CBS)

The curriculum for Organic and Chemistry of Biological Systems (CBS) PhD is flexible and will vary based on each student's previous course experience and career goals. The Organic/CBS degree has the following recommendations in addition to the requirements of the graduate school and the department of chemistry.

1. A research advisor must be chosen before the end of the second semester of the first year. It is appropriate and encouraged to ask a faculty member for a chance to have a short rotation in his or her laboratory.
2. A dissertation committee of at least four faculty members must be selected by the student in consultation with their advisor in the second year. The committee chair will be the student's research advisor. Other committee members may be selected from outside of the Organic Division and Department.
3. Passing the *Preliminary Examination* advances a student to the rank of "doctoral candidate" and consists of a written qualifying examination followed by an oral examination.
 - a. The written qualifying examination will be scheduled to take place on a Friday in mid to late May after completing the second year of course-work. This examination will test general Organic/CBS background as well as areas related specifically to the student's area of specialty, including current literature. As an aid to students preparing for their qualifying examinations, a suggested reading list may be obtained from the each faculty member on the student's committee. The dissertation committee will write and grade the examination. If successful, the student will move on to the oral examination described below. If the student fails the written exam, two outcomes are possible: 1) the student may be allowed to retake the written qualifying exam, or 2) the student will end their progress towards earning a PhD and may complete a Master's.

- b. The oral preliminary examination will consist of the defense of a written research proposal. The scope of this proposal must be acceptable to the student's advisor and committee and the proposal should adhere to the format described for NSF or NIH predoctoral fellowships (a limit of 10 pages). The proposal may be related to the student's dissertation research and if so, should contain preliminary results while extending beyond the expected scope of the dissertation. The defense of this proposal will be conducted in the form of an open public seminar and immediately followed by a closed meeting with the dissertation committee. During the exam, students should be prepared to answer questions concerning their proposed research. The oral preliminary examination should be completed by the end of the fifth semester. If the student passes the oral exam, he or she is advanced to doctoral candidacy. If the student fails the oral exam, he or she may be permitted to retake the exam. This decision is made by the student's committee immediately following the oral preliminary exam.
4. Once the preliminary exam is complete, graduate students are expected to petition the graduate school for All But Dissertation (ABD) status that will result in a tuition waiver and lessen the expense of graduate support. An ABD request should be submitted to the graduate school as soon as possible following completion of the preliminary exam and coursework, excluding Seminars.
5. Beginning with the second semester, all students must register for Chem 594, Organic Seminar. Students enrolled in this course will prepare and present talks that alternate between literature-based and research-based presentations. Once a student has mastered presenting literature and research talks, he or she will be exempted from continued enrollment in Chem 594. Regardless of whether or not a student has enrolled in Organic Seminar, his or her regular attendance is expected. These types of experiences offer senior students the chance to mentor less experienced graduate students.
6. The *Final Examination* consists of the presentation and defense of the student's dissertation. This presentation will be conducted in the form of an open public seminar, which will be immediately followed by a closed meeting with the dissertation committee.

This exam must be scheduled with the Graduate School at least 10 working days before the exam date.

Graduate Student Curriculum in Organic Chemistry

A typical program of study is shown below that meets or exceeds this graded credit requirement. As an Organic/CBS student, you will find our curriculum very flexible beyond the first semester of Year 1. You should consult with your research advisor to select electives that support your dissertation research.

Year 1 *1st semester; 8 graded credit hours*

Chem 542	(3)	Advanced Organic Chemistry
Chem 546	(3)	Spectroscopic Identification of Organic Compounds
Chem 555	(1)	Teaching Chemistry (credit given for completing TA training)
Chem 590	(1)	Introduction to Research
Chem 800	(4)	Dissertation Research

Year 1 *2nd semester; 10 graded credit hours*

Chem 501	(3)	Advanced Inorganic Chemistry
Chem 531	(3)	Advanced Physical Chemistry I
Chem 594	(1)	Seminar in Organic Chemistry
Chem 545	(3)	Synthetic Organic Chemistry
Chem 800	(4)	Dissertation research

Year 2 *1st semester; 7 graded credit hours*

Chem 572	(3)	Enzyme Reaction Mechanisms
Chem 594	(1)	Seminar in Organic Chemistry
Elective	(3)	Course related to research
Chem 800	(v)	Dissertation research (variable credit to bring total credits to 10-12)

Year 2 *2nd semester; 7 graded credit hours*

Chem 543	(3)	Bioorganic Chemistry
Chem 594	(1)	Seminar in Organic Chemistry
Elective	(3)	Course related to research
Chem 800	(v)	Dissertation research (variable credit to bring total credits to 10-12)

Your PhD degree should be complete within 4 to 5 years of beginning graduate school. You are considered a senior graduate student beginning in your third year. In consultation with your advisor, you will select elective classes that strengthen your foundational knowledge while you

increasingly devote the majority of your time to research. By the end of your third year, you will likely have finished taking courses other than seminar and be solely committed to completing your degree. Typical Electives Include but are not restricted to:

- Chem 510 (2) Introduction to Proteomics
- Chem 514 (2) Mass Spectrometry
- Chem 532 (3) Advanced Physical Chemistry II
- Chem 540 (3) Physical Organic Chemistry
- Chem 544 (3) Special Topics
- MbioS 513 (3) General Biochemistry I
- MbioS 514 (3) General Biochemistry II
- Phys 566 (3) Biological Physics
- P/T 512 (V) Topics in Pharmacology
- P/T 510 (3) Advanced Pharmacokinetics / Toxicokinetics
- PharS 546 (3) Selective Toxicology
- PharS 541 (3) Pharmacological Basis of Therapeutics
- PharS 544 (2) Toxicology

V. Requirements for the Ph.D. in Physical Chemistry

Eligibility for Study in the Physical Chemistry Division:

All students formally admitted for graduate study by the Department of Chemistry are eligible to complete their graduate course and research requirements in the Physical Chemistry division. Students with undergraduate degrees in Chemistry or related fields are eligible for admission into the graduate program of the Department of Chemistry. Students in unrelated fields who have completed significant undergraduate coursework in Chemistry are also eligible for admission. Students who do not hold ACS certified degrees in Chemistry may be asked to include selected undergraduate courses in Chemistry in their graduate course program.

Course Requirements for the Ph.D. in Physical Chemistry

The Physical Chemistry division requires students to complete:

Chem 509 – Chemical Group Theory

Chem 531 – Advanced Physical Chemistry I (Thermodynamics)

Chem 532 – Advanced Physical Chemistry II (Quantum Mechanics)

Chem 534 – Statistical Mechanics

Chem 564 – Molecular Phenomena (Spectroscopy)

These above five courses constitute the core knowledge in physical chemistry that will be tested in the qualifying examinations.

Chem 593 is a graded student seminar course designed to provide students the opportunity to develop speaking and presentation skills in research areas of interest to them. After their first year, students should register for credit each semester (for a maximum of 6 times) and will deliver one 20 minute and one 45 minute seminar each year. Attendance is mandatory for all Physical Chemistry students. First year students should also enroll in Chem 490, which is a mathematics for physical chemistry course.

Timetable for Progress toward the Ph.D. in the Physical Chemistry Division:

First year: Placement in courses on the basis of a review of the student's previous coursework is made. Graduate students in the Physical Chemistry division are expected to complete three

courses in each of their first two semesters of study. Formal Ph.D. course requirements in the Physical Chemistry division are listed below. First year students are also expected to meet with all faculty in the Physical Chemistry division in the first semester to discuss potential Ph.D. research projects. The selection of a research supervisor should be made by the middle of the second semester and must be made by the end of the second semester. Once the decision to join a group has been made, the student is expected to initiate research activities. The summer of the first year is normally devoted to full time research.

Second year: Continue coursework and research activities. According to Graduate School requirements, students who intend to pursue a Ph.D. degree must submit a Program for Doctoral Degree form to the Graduate School by the end of the third semester, but we recommend that it be filed the end of the second semester. The form requires the student to supply the names and signatures of Ph.D. committee members (see below) and to present a list of completed and future courses that are intended to satisfy the Department of Chemistry and Graduate School Ph.D. course requirements.

Admission to candidacy in Physical Chemistry is based upon a written and oral qualifying exam, a written research proposal, and an oral defense of the proposal.

The written portion of the qualifying exam will take place on Thursday and Friday in the week after the Spring Final exam week. The exam will consist of a total of 8 questions (4 each day), which will be based on the content of the five PChem core courses (Chem 509, 531, 532, 534, and 564). Each question will be graded by at least two PChem faculty members and assigned a score of 2 (pass), 1 (marginal pass), or 0 (fail). A total score greater than 8 will constitute a pass, a score equal to 8 a marginal pass, and less than 8 a fail. Students who obtain a full pass will automatically be allowed to go on to the oral component of the exam. In the case of a marginal pass, these students will be allowed to take the oral exam but they will be expected to show proficiency in the subjects that were incorrectly addressed in the written portion. Students who obtain a failing score on the written exam will have the opportunity to retry, but not until the following spring. The oral portions of the qualifying exam will be held on Wednesday through Friday of the following week. These will be held in front of the entire PChem faculty and will

primarily focus on any deficiencies identified in the written exam. The oral exam will be graded as pass/fail. A failed oral exam may be repeated after at least 1 month has passed.

Third year: Students who successfully pass the qualifying examinations (written+oral) are expected to complete the oral preliminary examination by the end of the 2nd month of the 2nd semester after completing the qualifying exams (generally in the Fall semester of the 3rd year). The oral preliminary examination will be based on the content of the research proposal (see Appendix C) submitted by the student as part of the application to complete the oral examination. The oral examination will be conducted before the student's Ph.D. committee in accordance with the rules set forth by the Graduate School, i.e., using the official preliminary exam scheduling form from the Graduate School giving an examination date that has been agreed to by the student and his/her Ph.D. committee. A valid program of study must have been on file with the Graduate School at least one semester prior to scheduling the oral examination. The oral examination is an opportunity for the student to express his/her potential for original creative research, for communicating his/her thoughts clearly and concisely, and for utilizing his/her background to solve problems. The oral examination will consist of a 45 minute presentation by the student based on the research proposal followed by a question and answer session by the Ph.D. committee. Student performance on the oral preliminary examination will be rated pass or fail by the Ph.D. committee. Students who pass are granted formal candidacy for the doctoral degree. Students who fail will be eligible to re-take the oral preliminary examination at a later time under conditions set forth by the Ph.D. committee in accordance with Graduate School policies. Students who fail the oral preliminary examination a second time will be placed in the M.S. degree track and will no longer be eligible for Ph.D. studies.

Fourth and fifth years: Students are expected to complete original research leading to a doctoral thesis in the fourth and fifth years. Doctoral dissertations are normally completed by the end of the fifth year. The research advisor and thesis committee monitor research progress during this period. A final oral defense of thesis completes the Ph.D. requirements.

Teaching Requirements

Teaching is an important mechanism for reinforcing basic knowledge and developing the communication, presentation, and interpersonal skills necessary for future success. Most students

find teaching to be a rewarding and satisfying endeavor and consider it to be a valuable component of their educational experiences in the department. Accordingly, the Physical Chemistry division requires all graduate students to complete at least one year of teaching duties in the department.

Research Proposal

The oral preliminary examination for formal Ph.D. candidacy will be based on a written research proposal submitted by the student **not later** than the beginning of the 2nd month of the 2nd semester after completing the Cumulative Examinations (generally Fall of 3rd year).

The research proposal should be based on the student's intended Ph.D. thesis research project, but of course it is not expected to cover all aspects of the planned thesis. The style, content, format and length of the research proposal should loosely conform to current National Science Foundation guidelines. The guidelines are contained in NSF's Grant Proposal Guide which can be obtained at <http://www.nsf.gov>. There is no need, however, to address the NSF broader impacts criterion and the proposal should be limited to the NSF project description section and references. In general this should be a technical document in any area of Physical Chemistry with significant space devoted to the fundamental theoretical and experimental principles involved in the planned research.

Specifically the research proposal should include a review of the scientific literature relevant to the proposed project, a presentation of preliminary results obtained by the student, a discussion of the proposed Ph.D. research problem and particularly its significance in the larger context, and an outline of the procedures and timeline for completing the proposed research. The content of the research proposal will be the basis of the oral preliminary examination.

D. TIMELINE OF ACTIVITIES AND REQUIREMENTS

Year I

Fall

Students are provided financial support through appointment as a teaching assistant (in which case approximately 20 hrs/week is spend as a TA in an undergraduate chemistry course) or as a research assistant in a specific research laboratory (in which case you will be conducting research in that laboratory for at least 20 hrs/week).

The remainder of your time is involved in taking courses, attending departmental seminars and researching which laboratory you'd like to join. Get in the habit of attending seminars faithfully; you should do so throughout your graduate career.

1. Departmental seminars are held at 4:10pm on Mondays in Fulmer 201.
2. Attend a weekly divisional seminar of your area(s) of interest:
 - a. Analytical, Environmental, Radiochemistry/Inorganic – Fridays at 3:10pm
 - b. Organic/Chemistry of Biological Systems – Tuesday 12:30pm
 - c. Physical – Fridays at 4:10pm
3. Talk to other graduate students, interview faculty to collect information about laboratories that match your interests.

By November you should have narrowed your faculty research areas and your interests, please take the time to read their publications, attend group meetings, and meet with faculty to discuss possible projects and support.

Spring

By the start of the spring semester you should have reached a decision about which laboratory you'd like to join. You will need to reach an agreement with your research supervisor about support for the upcoming summer.

Summer

Intensive research.

Year II

Fall

1. Meet with your research advisor to decide which courses you should take to complete your program.
2. Before the end of this semester you should formally appoint your committee and file the "Program for Doctoral Degree" forms with the Graduate School. You can obtain these forms online at: <http://www.gradschool.wsu.edu/Forms/>.

Spring

1. Qualifying exams (generally at end of Spring semester)

Summer

More intensive research.

Year III

Fall

1. Oral Preliminary exams (these are the graduate school's official Preliminary Exams)
2. You must have an approved Program of Study on file with the Graduate School before you can schedule your exams. You will need to submit a completed scheduling form with approved examination date to the Graduate School at least 10 working days prior to the examination date.
3. Keep in mind that you have a maximum of three years to complete your degree from the date you pass this preliminary exam. Any extension of time must be approved by the faculty and the Graduate School.

Subsequent Years

1. Meet with your dissertation committee at least once each year (usually in the spring) to present a summary of your progress.
2. Continue to attend departmental seminars faithfully.

Notes on your Dissertation:

A dissertation should describe a significant body of scientific research. The adequacy of work is determined by the advisor, your dissertation committee and the entire graduate faculty. As a rough guideline, the amount of work should be equivalent to at least two published papers.

If papers have been published or manuscripts submitted these can be included in the dissertation but the student must also write a cogent introduction to put the work in context, describe unpublished results and write a discussion interpreting the body of the work.

The thesis is presented first as a written document provided to each committee member and made available to the entire graduate faculty. It is then presented orally as a seminar, following which the committee and all interested graduate faculty evaluate the work by an oral examination of the candidate.

E. M.S. DEGREE REQUIREMENTS

1. General Information

The degree of Master of Science is awarded in recognition of scholarship and contributions to knowledge in the field of Chemistry. The Master's Degree is based on research carried out in the laboratories of the Department and allows students to gain experience in modern experimental techniques and to familiarize themselves with the daily workings of a laboratory.

At WSU earning your PhD is separate from earning an MS degree and it is not necessary to complete an MS before pursuing your PhD – although some students choose to follow this path. In some cases the Department will require a student to complete an MS before entering candidacy for the PhD. We rarely admit students to the MS program and often an MS degree can be awarded if a student on the PhD track fails the written qualifying exam or oral preliminary exam.

Master's Degree students (on either the thesis or non-thesis track) must carry out a research project under the supervision of a member of the Chemistry Department faculty.

Master's students are expected to participate fully in the scientific life of the Department and to attend the various meetings and seminars that take place.

2. Research Advisor

Normally you will spend the first semester talking with research faculty and graduate students about the research being conducted within the Chemistry Department. By the end of the first semester you should have selected a research advisor to guide you throughout the MS program. Please discuss your research interests with at least three members of the Chemistry faculty before formally selecting your research advisor. This interview process will serve as an important criterion in determining the composition of your committee. During the second semester of your first year, you should begin working in your advisor's laboratory.

3. Committee

With the aid of the research advisor, a student's MS Committee should be selected during the second semester of graduate study. This Committee must consist of at least three WSU faculty members, two of whom must be members of the Chemistry Graduate Faculty.

4. Formal Course Program and Other Requirements

With the aid of the MS Committee, a formal course program must be selected and filed with the Graduate School by the end of the first summer of graduate study. This formal program must include at least 30 semester hours of approved graduate-level courses including a minimum of 21 hours of graded coursework for the thesis option or 26 graded credit hours for the non-thesis option. Up to six hours of non-graduate (300- or 400-level) courses may be included if they are approved by your MS Advisory Committee. A minimum of four hours of CHEM 700 (thesis) or CHEM 702 (non-thesis) must be included on your program in the semester in which you graduate.

Specific requirements for the formal course program are listed below:

1. 21 hours (with thesis) or 26 hours (without thesis) of graded coursework earning a C or better selected on the advice of the student's committee. Please note that credits taken during Summer Session generally can not be used on your MS program of study unless approved by your committee.

5. Communication of Research Results

Each student will write either a thesis or a project report to summarize and communicate the results of your research.

The Chemistry Department requires that your research work be written up in the form of a Master's Thesis or a Project Report and that the candidate give a public presentation that is judged by a committee. The written report can be in one of two forms:

- A. Thesis – please see the WSU Graduate School homepage for information on thesis guidelines.

B. Project Report

The style, content and format of the research project report should conform to current scientific guidelines and is subject to approval by the student's committee.

The length of the report should be at least 20 pages. The research report should include a review of the scientific literature relevant to the project, a presentation of results obtained by the student, a discussion of the research problem and its significance.

F. GRADUATION

It is strongly advised that the application for degree be submitted at least one semester before the final examination is scheduled so that the student can be notified of graduate requirements (“To-Do List”) before enrolling for the last semester.

Submit a completed scheduling form (including approved examination date, time and location) and a copy of the thesis/dissertation to the Graduate School Office at least 10 working days prior to examination date. It is required that a copy of the thesis/dissertation be cleared by the Graduate School for compliance of format at the time of scheduling the final examination. A copy of the thesis/dissertation must be available for public inspection at least 5 working days prior to the final examination in the department office or location designated by the department. The student must provide a copy of the thesis/dissertation to each member of the committee **at least 5** working days before submitting a final examination scheduling form to the Graduate School.

The thesis/dissertation final draft should be turned in within five working days of successful completion of the final oral examination.

G. RESIDENCY REQUIREMENTS FOR DOMESTIC STUDENTS

<http://gradschool.wsu.edu/establishing-residency/>, see requirements if you are financially independent

Students who are US citizens or permanent residents need to become a resident of Washington State as soon as possible.

Establishing residency is a rather laborious process, so PLEASE read the residency website thoroughly and start preparing now!

To become a resident you must:

- live in Washington for one full year, may not leave for long periods of time during summer
- keep your lease and/or all rental receipts or canceled checks
- get a Washington State driver's license immediately
- license your car in Washington within 30 days of moving here
- register to vote
- keep your tax returns showing a Washington address
- parents **SHOULD NOT** claim you on their taxes, unless they moved to Washington

After you have lived here for one year, find your lease, your driver's license, your income tax return, a voter registration card and proof that you've licensed your car and complete the residency forms no later than August 1. Submit to the Graduate School in French Administration Building, Room 324.

The department can only guarantee it will pay the difference between resident and non-resident tuition for your first year while you are establishing residency. In your subsequent years of graduate school, if you are not a resident and not granted a waiver you will be responsible for the difference in tuition (over \$ 12,000 per year).

The University provides a very limited number of non-resident tuition waivers. Waivers are administered by the Graduate School and are not guaranteed. Students who could establish Washington residency and do not will have low priority for such waivers. Non-resident tuition waivers will not be awarded for more than four semesters to students who are not residents of the State of Washington.

After reading the instructions that come with the form, you may conclude that you cannot become a resident of Washington because you came here to be a graduate student. **THIS IS NOT THE CASE:** you CAN become an official resident. You do not have to fabricate a reason for coming to Washington. You can record that you came to Washington “to teach and to perform research in Chemistry”; or if you prefer you can record “to attend graduate school in Chemistry”. You have to sign a statement of intent to make Washington your true fixed and permanent place of habitation. We believe that you can sign this statement with as clear a conscience as any employee or faculty could sign it. For the undefined future, it is a true statement and most of you do not have definite arrangements after you receive your degrees. You are as permanent as any other citizen of the state.

H. WORKPLACE ENVIRONMENT & RESOURCES

The Chemistry Department Faculty and Staff strive to make the working environment pleasant and congenial so that we can all achieve our maximum productivity. Rarely, there are challenges to this positive atmosphere. If you feel that you are in a situation that is not appropriate for our profession, please help us fix it. Your first line of assistance is always your PhD/MS research advisor. If you feel that avenue is not appropriate, or is not working, the Associate Chair for Graduate Studies is your next level of contact. Either alternatively, or in addition to, seeing the Associate chair, Professor Ursula Mazur is currently the Department ombudsperson. If all of these channels do not resolve your issue, please see the Department Chairman. We hope we will have fixed any problem by that level; but, if we have not, the Dean's office should be your next stop.

I. CHEMISTRY GRADUATE STUDENT SOCIETY (GCS)

The Graduate Chemical Society at WSU (gcs.chem.wsu.edu, Chemistry.gcs@wsu.edu, gcswsu@gmail.com) is committed to improving the social and academic life of chemistry graduate students.

To fill out our social schedule and insure that no one buries themselves in the lab 24/7, the GCS organizes and sponsors activities such as barbecues, social evenings out, and departmental events.

GCS also has intramural sports teams in soccer and softball, and sometimes flag football.

The GCS has its own library on the 1st floor of Johnson Hall which is available to graduate students for studying, meetings and social gatherings. Students have access to the books and handouts needed for classes and preliminary exam preparation; as well as a quiet area to study alone or in groups away from common distractions (such as professors or undergraduates).

To fund all of this the GCS raises money through goggle and notebook sales each semester; these sales are staffed by graduate student volunteers.

The current 2017-18 officers are:

Peyton Nosbusch, President

Zac Gotlib, Vice President

Bradley Roberts, Treasurer

Michael Martinez, General Secretary

Guy Dutech, Public Relations

The GCS [Constitution](#) and [Bylaws](#) are online.

J. CONTACT INFORMATION

Prof. Kirk Peterson (Department Chair)	335-7867 (Fulm 102)	kipeters@wsu.edu
Prof. Ming Xian (Assoc. Chair for Grad Studies)	335-6073 (Troy 224)	mxian@wsu.edu
Prof. Greg Crouch (Assoc. Chair for Undergrad Studies)	335-8838 (Fulm 151)	gcrouch@wsu.edu
Stacie Olsen-Wilkes (Graduate Academic Coordinator)	335-0946 (Fulm 305B)	stacie37@wsu.edu
Nikki Clark (Undergrad Academic Coordinator)	335-1516 (Fulm 319A)	nikki_clark@wsu.edu
Prof. Ursula Mazur (Chemistry Ombudsman)	335-5822 (FulmN116A)	umazur@wsu.edu
Yoshi Kodama (IT support)	335-5864 (Fulm N105)	fulmerit@wsu.edu

Beasley Coliseum, event tickets	335-1514	beasley.wsu.edu
Graduate School	335-6424	gradsch.wsu.edu
Grad. Professional Student Assoc.	335-9545	www.gpsa.wsu.edu
Heath Insurance - Questions	335-5834	student.insurance@wsu.edu
Health and Wellness Services	335-3575	hws.wsu.edu
Payroll and Benefits	335-9575	payroll.wsu.edu
Pullman Regional Hospital	332-2541	www.pullmanregional.org
Student Recreation Center	335-UREC	urec.wsu.edu
Veterinary Hospital	335-0751	vth.vetmed.wsu.edu
Women's Transit	335-6830	women.wsu.edu/womens-transit/
WSU Child Care Resource/Referral	335-7625	www.wsu.edu/CCRR/
WSU Pharmacy	335-5742	hws.wsu.edu/pharmacy/
WSU Visitor's Center	335-4636	visitor.wsu.edu
