



**SCHOOL OF  
MEDICINE**  
BIOMEDICAL RESEARCH  
EDUCATION PROGRAMS

**Master of Science in Biomedical Sciences  
Concentration in Clinical Research**

## **Master of Science in Clinical Research**

### **2021-2022 Handbook**

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June 2021

Dear Scholar,

We are very excited to welcome you today into the Master of Science in Clinical Research (MSCR) program. The MSCR was developed to meet the current and future need for clinical and translational researchers. Increasingly pressing health problems, not just in the U.S., but globally have led educators to accelerate the training of skilled clinical and translational researchers. You have been accepted into this program because we believe that you have the qualifications and interest to join the ranks of researchers who will use basic science, prevention and population science, and clinical research to find strategies that can be immediately translated to improve health and well-being.

Research of tomorrow will be reliant on the ability of teams of researchers across the clinical and translational spectrum to collaborate. We will encourage you to be effective communicators – in person, as a presenter, as a group participant, as writers and as critical thinkers. As a researcher you will be required to convince others of the significance of your work and of your ability to conduct the research you propose to do. We will take the opportunity to develop and reinforce these skills in each and every educational encounter. We will provide you with examples of local role models who are scientific leaders and who have learned to communicate well about their science.

Teamwork is an important value for clinical and translational research. We cannot solve problems on our own, in a vacuum, without the help of other researchers from our own and different disciplines. It is clear that the complex problems we encounter can benefit from different perspectives and from diverse vantage points. We understand that teamwork is often challenging, and requires leadership, patience and good communication skills. To be a good team leader, you must have a willingness to learn, work cooperatively, listen to other viewpoints, and be responsible for your own part of the solution. We hope that you will begin to develop some of these skills in the MSCR, and more importantly, to gain an appreciation of the value of team work and the opportunities to advance the state of health by working together with others in collaborative teams.

The MSCR is founded on the values of professionalism, ethics, responsibility and cultural competency. You are professional learners. We expect you to approach this learning opportunity with as much energy and commitment as you do your other professional responsibilities. The bulk of your competencies will be gained through independent study, because we anticipate that at this stage of your career you are the best judge of your interests and your goals.

We hope that you will be models of cultural sensitivity and tolerance. We live in a unique state with wonderful and distinct ethnic groups whose voices need to be heard. Our research must address their health problems in a way that demonstrates appreciation for their cultural heritage and their belief systems. We must engage communities in the research and incorporate their perspectives in potential approaches to improving health. We must consider the opportunities to address New Mexico's specific health disparities and make unique contributions to the national understanding of how culture intersects with exposure to increase risk, morbidity and mortality.

The most important thing you can do, as you enter this program, is to give it all of your available attention and commitment. Your deans, department chairs, division program directors and fellow faculty are investing in you because they believe that you can make an important contribution to your field. You are being given an incomparable gift of 50% of your time for the chance to learn. I encourage you to invest in yourself and in this opportunity so that you can get the most possible out of this educational experience.

Everyone who is part of the MSCR program will be focused on supporting your progress. As program director, I will meet with you monthly to give you confidence, answer your questions and address your concerns. Your research advisor(s) will be working closely with you to monitor your progress and gently guide you in the right direction. Your department chair and program directors are interested in your development, and I encourage you to give them regular reports on your progress.

Finally, the School of Medicine Research Education Office (SOMREO) staff will help you with the administrative aspects of your education: they welcome your questions and will be happy to answer your questions to help you navigate the program milestones. Please remember that the bureaucracy of a university from the perspective of a scholar is quite different than that of a faculty member, fellow or resident; you are transitioning into the scholar role and some of your experiences will initially feel quite strange. Being a MSCR Scholar is also quite different than a student in any other medical training program, so we will try to point out these nuances and help you to navigate the University requirements for graduate programs.

In addition to being scholars, you are customers. You are committing the next year of your life to learning. Additionally, we need to hear your ideas about how to improve this program so that it can better accomplish its goals. You will be in a unique situation to help us, as scholars in one of the early classes. We hope you take the invitation seriously, and we encourage you to provide us with constructive criticism and helpful hints.

We are proud of you and we look forward to seeing you succeed in this program over the next year. Saddle up and set your sights on becoming the best researcher you can be. We will have fun together and we look forward to working with you. I encourage you to open your eyes, jump right in, and suspend disbelief about what you are about to experience.

Sincerely,

Shiraz I. Mishra, MBBS, PhD  
Professor, Department of Pediatrics  
Program Director, MSCR Program



**2020 New Student Orientation Agenda**

**Tuesday, June 28, 2021**

**Zoom**

**5:30 PM – 6:30 PM**

5:30 PM	<p><b>Welcome</b> Brief words of welcome from MSCR Director</p>	
5:45 PM	<p><b>Overview of the MSCR program Milestones</b></p> <ul style="list-style-type: none"> <li>• MSCR Standards</li> <li>• Committee on Studies Meetings</li> <li>• Thesis Proposal Approval</li> <li>• Thesis Guidelines</li> <li>• Level II Learning Agreement Templates             <ul style="list-style-type: none"> <li>○ Didactics</li> <li>○ Registration</li> <li>○ Tuition Remission</li> <li>○ Learning Plan</li> </ul> </li> <li>• Grade Entry</li> <li>• Program of Study &amp; Graduation</li> </ul>	<p><b>Shiraz I. Mishra, MBBS, PhD</b> Professor, Department of Pediatrics Program Director, MSCR</p> <p><b>Tara S. Hackel, MA</b> Program Manager, SOMREO</p>
6:00 PM	<p><b>General Announcements, Reminders and Discussion</b></p> <ul style="list-style-type: none"> <li>• CTIP Participation (Seminar Credits)</li> <li>• Monthly Office Hours</li> <li>• LEO</li> <li>• Level II</li> <li>• Tuition Remission</li> <li>• First COS Meeting/Thesis Proposal Approval</li> <li>• CRAI Assessment</li> <li>• Annual Activities and Accomplishments Report</li> <li>• Sample Student Forms</li> <li>• Other questions and/or concerns</li> </ul>	<p><b>Virginia Villegas</b> Program Specialist, SOMREO</p>



## 2021-2022 Program Standards

<b>Time Commitment</b>	MSCR program may be completed within approximately one year. This time is scheduled in accordance with the needs and goals of the individual scholar. Outside of the monthly seminar there normally are no rigorously scheduled class times.
<b>Attendance</b>	In the MSCR program, scholars are expected to attend all announced meetings of the cohort. Additionally, scholars must meet individually with the Level 2 (or higher) instructor as negotiated in the Course Agreement Form. MSRC students are expected to attend 16 out of 20 CTIP sessions over the course of two years.
<b>Grades</b>	<p>A letter grade will be assigned for each completed Level 2+ course.</p> <ul style="list-style-type: none"><li>• A grade of “A” signifies scholar mastery of the competencies and content contained within the course objectives.</li><li>• A grade of “B” signifies the scholar is still developing content mastery and indicates a need for more work in the content area. A minimum grade of “B” is mandatory for all required courses.</li><li>• A grade of “C” signifies that mastery is just emerging. The scholar must repeat the course if it is a required course.</li></ul> <p>To remain in good academic standing for the MSCR program, scholars must maintain a cumulative grade point average of at least 3.0 in all courses taken for graduate credit after admission to a graduate degree program at the University of New Mexico. A scholar must have a cumulative GPA of at least 3.0 for courses listed on their Program of Studies. See the University Catalog (<a href="http://catalog.unm.edu">catalog.unm.edu</a>) – The Graduate Program for more information on University Graduation Requirements.</p>
<b>Learning Plan</b>	<p>Each scholar is expected to have developed a preliminary learning plan by July of the end of your first year in the CCTS/MSCR program and an updated learning plan by January of your second year. This plan is an outline of the individual’s tentative schedule for the duration of the program. Learning plans should be approved by the Committee on Studies. Forms should then be submitted to SOMREO. The form is available on the MSCR Resources website: (<a href="http://hsc.unm.edu/research/brep/graduate/mscr/resources.html">http://hsc.unm.edu/research/brep/graduate/mscr/resources.html</a>)</p> <p>After approved Level II forms are submitted you can email <a href="mailto:somreo@salud.unm.edu">somreo@salud.unm.edu</a> to request a copy of your updated Learning Plan.</p>
<b>Advisory Committee on Studies</b>	<p>Each MSCR scholar will be supported by an Advisory Committee on Studies (COS) composed of their Research Advisor, a member of the MSCR Steering Committee and at least one additional subject matter expert. The basic role of the committee is to plan, with the scholar, an integrated individual program of study and research meeting general and specific graduate program requirements. The COS will also provide advice and feedback to scholar progress with three-month</p>



## 2021-2022 Program Standards

reviews at structured COS meetings. The COS may also establish prerequisites when needed; recommend transfer of credit; approve significant changes in the program of studies; recommend changes/additions in the committee makeup and usually serves as the Exam Committee for the Thesis Defense.

A COS must be formally appointed by June 30 of the end of your first year in the CCTS/MSCR program and the first meeting should occur no later than July 31 of the first year. Subsequently, **quarterly** COS meetings must be held and COS Reports submitted in accordance with the MSCR program standards. One of the MSCR Steering Committee members will help you navigate the program, reflect on your progress, provide your mentors and committee members with guidance on their roles, and be an advocate for you.

### **COS Meeting Format**

For each COS meeting, all committee members are expected to be in attendance. The MSCR scholar must present an overview of their academic and research (thesis) progress since the last meeting. After the presentation, the committee members should critically evaluate the scholar's progress, identify potential issues and gaps in the scholar's learning/research plan. These meetings should last approximately 1 hour and should be scheduled well in advance to accommodate everyone's schedules. A COS Report should be submitted to the SOMREO after each quarterly meeting.

### **Academic Integrity**

The University of New Mexico believes that academic honesty is a foundational principle for personal and academic development. All University policies regarding academic honesty apply to this program. Academic dishonesty includes, but is not limited to, cheating or copying, plagiarism (claiming credit for the words or works of another from any type of source such as print, Internet or electronic database, or failing to cite the source), fabricating information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. The University's full statement on academic honesty and the consequences for failure to comply is available in the University Catalog ([catalog.unm.edu](http://catalog.unm.edu)) and in the Pathfinder ([pathfinder.unm.edu](http://pathfinder.unm.edu)).

### **Assessments & Scholar Progress**

While each domain in the MSCR program courses has unique and specific requirements for successful completion at each level of competency, all scholars will be assessed on critical thinking skills, writing skills, formal presentation skills, leadership, and effective communications. Scholar progress is reviewed during the monthly Steering Committee Meeting.



## 2020-2021 Program Standards

### Thesis

Each scholar must develop and complete an independent, but closely monitored research project/thesis as the capstone experience of the MSCR program. Requirements for the development of the thesis project are listed in the Guide to MSCR Thesis Requirements. UNM accepts both traditional and non-traditional (hybrid) theses. For information about type of theses, see the [University Catalog – The Graduate Program – Thesis Preparation](#). Each scholar, in consultation with his/her thesis committee, must decide which format is appropriate.

The CCTS/MSCR program does accept both traditional and non-traditional (hybrid) theses based on your COS approval. The student, in consultation with his/her thesis committee must decide which format is appropriate.

A **traditional thesis** is a single written document, authored solely by the student, presenting original scholarship. A **non-traditional (hybrid) thesis**, as defined by the graduate unit, consists of a collection of related articles prepared/submitted for publication or already published. Each thesis must include “introduction” and “conclusion” sections. The student must meet the general manuscript format criteria set forth in the UNM Catalog/Web site on manuscript guidelines. Students must adhere to copyright policies for obtaining permission to use a previously published manuscript.

The student is responsible for preparing a thesis in proper format (traditional or non-traditional), which is of high quality and free of grammatical and typing errors. Guidelines on thesis format are detailed and should be carefully followed. Students are urged to print current manuscript guidelines and forms from the Graduate Studies Web site, and may want to consult with the Graduate Studies manuscript coordinator.

***Note that the Office of Graduate Studies determines the deadline dates of submission for thesis and an official and formal presentation and defense of the final thesis is required.*** Additionally, the thesis project must be uploaded to UNM Digital Repository in accordance with the OGS posted deadlines.

In some cases, students in consultation with their committee chair may find it appropriate to submit a petition to the Dean of Graduate Studies to **embargo (“embargo restriction”)**—to delay the release of—the electronically submitted thesis or dissertation (ETD). An embargo is a period of time during which researchers cannot access an ETD from external online search engines. Embargos may be appropriate for authors 1) who are seeking patents, 2) who want to publish their work through a traditional press that considers open access publication to be equivalent to prior publication, or 3) who need to protect sensitive data or information.





## 2020-2021 Program Standards

### Thesis

The default embargo period for the embargo is two years. Upon expiration of the embargo period, the ETD is moved into open access, although authors may request an **extension of the embargo** by petitioning the Dean of Graduate Studies. Authors of embargoed theses and dissertations must petition for renewal at least three months prior to the expiration date of the embargo in place at the time.

The Dean of Graduate Studies reviews all requests for embargos and embargo extensions, with the goal of balancing students' requests with the need of the scholarly community for broad and open access to scholarly and creative work. Even when an embargo is granted, the title, author, and keywords associated with the thesis or dissertation are available through open access. In all cases, a former UNM student may terminate the embargo at any time.

If the decision is made to request an embargo restriction, the embargo form must be submitted to Graduate Studies at the same time as you submit the **Announcement of Examination form** at least two weeks before your dissertation defense.

More Information on Embargo and the Embargo Form

<http://grad.unm.edu/degree-completion/thesis-dissertations/thesisdissert-embargo.html>

Formatting & Submitting Your Thesis

<http://grad.unm.edu/degree-completion/thesis-dissertations/guidelines.html>  
<http://grad.unm.edu/resources/start-to-finish-unm/masters/format-submit-thesis.html>

Manuscript Preparation Checklist

<http://grad.unm.edu/resources/gs-forms/documents/manuscript-ref.pdf>

Common Manuscript Problems

<http://grad.unm.edu/resources/gs-forms/documents/updated-common-manuscript-problems.pdf>

Front Matter Templates

<http://grad.unm.edu/degree-completion/thesis-dissertations/manuscript-templates.html>



**2020-2021 Program Standards**

**Levels**

Levels of competency (knowledge, skills and abilities) correlate to the cognitive domain levels from Bloom’s Taxonomy. All scholars have met the Level 1 requirements of each of the domains by completing the Certificate in Clinical and Translational Science. Scholars select additional Levels of expertise to best meet their learning goals and individual program of studies.

**Note that a Course Approval form must be completed 2 weeks prior to commencing a Level 2+ assignment.** You cannot retroactively receive credit for work previously conducted.

<b>Level</b>	<b>Competency Knowledge, Skill and Ability</b>	<b>Cognitive Domain Level (Bloom’s Taxonomy)</b>
<b>1</b>	Minimal working knowledge/skill only	Knowledge Level. Recall of Information.
<b>2</b>	Some functional knowledge/skill but usually requires guidance or input from more experienced users	Comprehension Level: Understanding. Interpret information in own words.
<b>3</b>	Understands key concepts and appreciates complexities well enough to have intelligent conversations and interact efficiently with acknowledged experts in this area	Application Level: Apply knowledge or generalize it to a new situation.
<b>4</b>	Expert knowledge/skill in this area, able to function autonomously the vast majority of the time.	Analysis Level: Relate assumptions, hypotheses, evidence or structure to develop solution.
<b>5</b>	Uses knowledge/skill to expand understanding in area. Conducts primary research in area. Established/recognized expert in this area whose input is sought by others within the field.	Synthesis/Creating Level: Use parts of knowledge to form a new whole. Abstract relationships
<b>6</b>	Nationally recognized leader in this area. Established innovator.	Evaluation Level: Makes judgement based on established criteria.

**Director’s criteria used to evaluate and approve non-UNM courses for Level 2:**

1. Evaluate syllabus for the course
2. Review student assessment criteria
3. Review number of hours required to complete the course
4. Relevance of the course for student's thesis project and career
5. Recommendation by the Research Mentor and/or MSCR Domain Leader



## 2020-2021 Program Standards - Thesis Guidelines

**Thesis Purpose** The purpose of the independent thesis/research project is the demonstration of competency in conducting successful clinical or translational research.

Various research-related projects are appropriate to satisfy the MSCR Thesis requirement:

1. Empirical research with original data collected by the scholar and not previously analyzed or disseminated in any form related to the thesis objectives or hypotheses.
2. Empirical research with original data collected by a research mentor (normally a member of the scholar's COS) and not previously analyzed or disseminated in any form related to the scholar's thesis objectives or hypotheses.
3. Archival data analysis and interpretation from an established database approved by the COS and MSCR Program Director to answer thesis objectives and hypotheses not previously answered with data from that archival database.
4. A systematic critical review of a substantial body of empirical literature for which previous directly related reviews have not been published or disseminated within the past 5 years, and which will clearly serve as background for an R-series grant proposal and which can be submitted for publication consideration.

The MSCR Thesis *product* must consist of a thesis (traditional or hybrid) report of research.

Each thesis final document must be submitted in the format required by OGS, which provides specific guidelines for required submission through UNM Digital Repository. Publication of the thesis research is strongly encouraged.

**Thesis Goals** The thesis research project provides scholars' *hands-on experience* in various skills:

- Formulating one or more research questions
- Searching the relevant literature
- Translating research questions into an appropriate research design
- Assessing feasibility for future larger scale studies
- Writing a detailed study protocol
- Identifying a secondary data source, if available
- Designing or adapting or evaluating data collection instruments
- Writing and submitting an application for approval by the HRRC or IACUC
- Conducting data collection, or abstracting data from a secondary source
- Performing data analysis and data interpretation
- Preparing a manuscript
- Acquiring preliminary data for future projects and grant proposals



## 2020-2021 Program Standards - Thesis Guidelines

- Writing a thesis

### Thesis Goals (cont.)

Scholars may, of course, receive instruction and mentoring regarding the conduct of all these tasks, but the scholar is required to perform the work himself or herself. A scholar must actually analyze and interpret their own thesis data. The scholar may consult with CTSC Biostatistics Core Faculty or other appropriate expert(s) for guidance.

Overall, the major objective for the research thesis is to provide preliminary data for a grant proposal and for generation of a manuscript for publication consideration.

### Thesis Process

Each scholar should work closely with his or her Research Mentor and the COS to develop a realistic timeline for completion of the required MSCR curriculum, including conduct and defense of the thesis project. Deadlines for milestones are indicated below. The thesis project should proceed as soon as feasible, but the thesis project must not proceed without prior written approval by the COS Chair first, and then by all members of the COS.

It is possible that the MSCR program can be completed within approximately a one year time period of concentrated half-time study. However, it is understood that some scholars may require additional time for various reasons, but all MSCR degree requirements must be completed within 5 years based on OGS standards. If more than two years will be needed, a scholar must gain the approval of their Department Chair for continued study and appropriate release time.

### Committee on Studies (Thesis Committee)

An MSCR core faculty member must, at a minimum, serve as a member of the Committee on Studies (COS) and be a resource to the scholar and other members for guiding the scholar's learning plan and thesis research and progress through the MSCR program. In some instances, the MSCR core faculty member may have additional responsibility, if it is appropriate. Generally, the Research Mentor should serve as the Chair of the COS and Thesis Director and have the primary responsibility of leading the COS meetings and providing oversight to the scholar's development and progress. However, the scholar is ultimately responsible for getting the appropriate guidance from each member of his/her COS and for meeting the MSCR milestones and requirements.

A minimum of 3 faculty members including the Chair must be approved for COS service by the MSCR program and by the Office of Graduate Studies (OGS). These faculty must possess some relevant knowledge or expertise related to the thesis research. Scholars should carefully discuss their thesis research objectives, design, methods, and hypothesis with prospective COS members prior to deciding whom to ask to serve on the COS.



## 2020-2021 Program Standards - Thesis Guidelines

### Committee on Studies (cont.)

COS members must be in category 1 or 3. The COS may have more than 3 members. Not more than one voting member may be from category 4, unless more than 3 faculty serve on the COS. Categories of graduate faculty are outlined in the *UNM Catalog*:

1. UNM tenured or tenure-track, or UNM-National Laboratory Professor.
2. Non-UNM tenured or tenure-track faculty at other institutions.
3. Individuals with primary employment with UNM and who are clinician educators or researchers with faculty title.
4. Other individuals considered experts in the thesis field and approved by the MSCR Program Director and the Office of Graduate Studies.

See link for up to date guidelines: <https://grad.unm.edu/resources/gs-forms/committee-service.html>

Members of the COS must be identified no later than June 30. The first formal meeting of your COS (with all members present) must be held *no later than* July 31 to review feedback from the MSCR Admissions Committee related to the thesis/research proposal. The proposal must receive a final approval by the COS by August 31.

The COS should meet at least every 3 months, as a group with the scholar throughout the scholar's MSCR study to monitor and support scholar progress. More frequent meetings may be necessary. The scholar should provide updates to the COS if a formal meeting is not held. The COS and scholar must comply with all MSCR and UNM Office of Graduate Studies standards and requirements.

### Thesis Proposal

At least two weeks, but no more than a month, prior to the 1<sup>st</sup> COS meeting, the scholar must distribute their approved proposal to the COS members. Based on the committee members' requests, the scholar will revise the proposal and submit it to the COS Chair for final review and approval. Then the scholar will submit a letter co-signed by the COS Chair showing that project has received formal review and approval by the COS to the SOMREO.

### Thesis Defense

A formal presentation and defense of the final thesis research is required by OGS. The COS will serve as the examination committee and must unanimously agree that the scholar is ready to defend his/her thesis. That is, any COS member may request additional changes to the thesis manuscript prior to the scholar sitting for the defense. Disagreement among COS members at this stage should be resolved between the faculty, and scholars should not be placed in the position of mediating disagreements among COS members.



## 2020-2021 Program Standards - Thesis Guidelines

In addition to the thesis project, the scholar must have a Program of Study (POS) approved by OGS prior to sitting for their thesis defense (see the OGS website for the POS form), ideally approved and on file by January 1 of the scholar's MSCR Program year.

The scholar is strongly encouraged to discuss and agree upon a plan with the COS Chair for a procedure to circulate and discuss draft versions of the thesis manuscript with the COS members.

At least two weeks prior to the thesis defense, the scholar must complete the Announcement of Exam (online form <http://grad.unm.edu/resources/gs-forms/announcement-examination.html>). The COS Chair/Thesis Director must approve the thesis document prior to its submission to other COS members. Additionally, the scholar must distribute the final thesis manuscript to the entire COS with enough time for their final review prior to the defense (at least 2 weeks).

The Defense of Thesis will consist of a formal, public presentation, which includes questions from the general audience (typically about 1 hour) followed by a closed examination between the scholar and their COS. The COS Chair and the majority of the COS must agree that the scholar's thesis and defense of thesis are acceptable, but it is strongly preferred that all COS members concur that the scholar has "passed" the thesis defense. Each COS member may require appropriate changes in the final written thesis to be submitted to OGS. The COS Chair will ensure that these changes are made as agreed upon.

The Report of Exam form is an online process.

1. COS (Exam Committee) Chair Initiates at [gradforms.unm.edu](http://gradforms.unm.edu) by entering the overall COS decision
2. Each member of the COS, including the Chair a second time, enters their individual decision
3. The form then routes electronically to OGS.

Additionally, each COS member must individually complete a Report on Thesis form. These are paper forms completed by each member of the examination committee. The COS Chair should collect these and return them to the SOMREO for forwarding to within one week of the thesis defense taking place.

Lastly, the final version of the completed Thesis manuscript (including any changes requested during the defense) must be uploaded to UNM Digital Repository consistent with the deadlines and guidelines published by OGS. Additionally, an electronic copy of the thesis should be submitted to the MSCR Program.



## 2020-2021 Program Standards - Thesis Guidelines

Listed below are the deadlines necessary for timely progress for graduation within 12 months of commencing the clinical research curriculum. Scholars should begin the process as early as possible because *everything* takes longer than a person usually estimates.

### Other University Requirements

Scholars must comply with all OGS requirements for thesis development, notification, submission, examination, timelines, and approval. Scholars should refer to the *UNM Catalog* online ([catalog.unm.edu](http://catalog.unm.edu)) and OGS website ([grad.unm.edu](http://grad.unm.edu)). Scholars should seek advice from the MSCR faculty and staff as needed or desired, but particularly their COS Chair.

## Summary of Major Thesis Tasks

1. **Notified of admission** to the MSCR degree program
2. Appoint a COS and file the necessary paperwork
3. Have **first COS Meeting**: review & critique thesis project aims & design
4. Revise and polish **Thesis Proposal** with feedback from COS members
5. **Final Thesis Proposal** *approved* by Thesis Director & COS (& submitted to Program)
6. Submit **Application to IRB** (or IACUC) (if applicable)
7. Conduct of **Thesis Research** completed (i.e., all data are complete)
8. **Schedule a pre-graduation meeting** with SOMREO Staff
9. Submit **Program of Study** and **Intent to Graduate** form
10. First Draft of **Thesis Manuscript** given to Thesis Director
11. Polished Draft of **Thesis** given to all COS Members
12. **Final Draft of Thesis** manuscript *approved for defense* by COS
13. Schedule Date for **Thesis Defense** (i.e., Final Examination) and **schedule room**
14. Decide if pursuing **Embargo** and submit required forms and fee
15. Announcement of **Thesis Defense** to OGS\* (2 weeks prior to Defense)
16. Submit an Thesis Defense **Flyer/Announcement** to SOMREO
17. Hold **Thesis Defense**
18. **Report of Exam and Reports on Thesis** to OGS\* (1 week after Defense)
19. **Approved Thesis Manuscript** & graduation forms submitted to Program & OGS\* by:
  - 7/15 for Summer Graduation
  - 11/15 for Fall Graduation
  - 4/15 for Spring Graduation
20. **MSCR degree** officially conferred upon scholar after end of term of completion

\*The **Office of Graduate Studies** has very specific requirements and deadlines for thesis defenses which must be observed. Consult **SOMREO** prior to scheduling the thesis defense to discuss requirements.



## Mentoring Relationship

### Mentoring

A lot of people have gone further than they thought they could because someone else thought they could. ~ *Unknown*

A mentor takes a special interest in helping another develop into a successful professional. Although the terms mentor and advisor are frequently used interchangeably, the mentoring relationship is usually more comprehensive and is frequently both personal and professional. The mentoring relationship is based on the common goal of advancing the educational and personal growth of the scholar; it is built on respect and mutual trust, understanding and empathy.

An important component of the MSCR Program is the relationship between the research thesis advisor and the scholar. This relationship started prior to the scholar's acceptance into the program when the scholar approached you about being his/her research thesis advisor for this program. The fact that the scholar and the research thesis advisor enter the program together, as a dyad, is a unique component of the program, and will contribute, not only to the successful completion of the scholar's master's degree, but will help the scholar establish a strong foundation for future research goals. The nature of your ongoing relationship is established in the *Research Thesis Advisor Agreement Form* that you and the scholar both signed, formalizing your relationship. You have committed to work closely with the scholar as s/he moves through the program both formally and informally, providing guidance as the scholar develops the basic competencies and relates them to his/her specific research interests. Throughout the program, you will work with the scholar to ensure that his/her course selection and program of study is appropriate to prepare the scholar to successfully undertake and complete the thesis and meet the program goals.

### Suggested strategies for successful mentoring relationships:

- **Listen patiently:** Give the scholar time to get to the issues.
- **Build a relationship:** Simple joint activities will help to develop rapport.
- **Don't abuse your authority:** Don't ask scholar to do personal work.
- **Nurture self-sufficiency:** Your goal is not to clone yourself but to encourage confidence and independent thinking.
- **Establish protected time together:** Protected meeting time face to face is essential but may also include interspersed telephone contact.
- **Share yourself:** Tell of your own success and failures.
- **Provide introductions:** Help the scholar develop a professional network and build a community of additional mentors.
- **Be constructive:** Critical feedback is essential to spur improvement, but do it kindly and temper criticism with praise when deserved.
- **Don't be overbearing:** Avoid dictating choices controlling a scholar behaviors.

*Adapted from Advice for New Mentors In Adviser, Teacher, Role Model, Friend; NAS.*

<http://www.nap.edu/readingroom/books/mentor/index.html>

## **Mentor Expectations**

### **Some things your mentor will expect from you:**

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#### **You (the student) should:**

- Be committed to a high standard of excellence and integrity in all of your work.
- Learn independently when possible and seek guidance when needed.
- Be respectful of the time and efforts of all members of the interdisciplinary team.
- Maintain acceptable progress toward your degree by scheduling all required steps (exams, committee meetings, etc.) as needed.
- Conduct research honestly and report it accurately. Maintain accurate data notebooks and acknowledge the contributions of others.
- Know and adhere to professional research and ethical guidelines.
- Respect the confidentiality of unpublished research.
- Take responsibility for your career development.
- Prepare and submit articles for publication in conjunction with your mentor.
- Participate actively in the research efforts and goals of the multi-disciplinary team.

### **Some things you can expect from your mentor:**

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#### **Your mentor should:**

- Be available for contact and consultation at appropriate intervals.
- Provide advice and guidance on professional development and career plans.
- Provide guidance on development of a meaningful research project and composition of graduate thesis.
- Provide an understanding of the ethical implications of the research and model ethical behavior.
- Fairly acknowledge student contributions and recognize students as apprentice researchers rather than employees.
- Provide advice on finding a position, as appropriate, after completion of degree and provide references.
- Help student to gain skills necessary to publish research results.

*There are always  
acknowledged and  
unacknowledged expectations  
that will differ from student to  
student and mentor to mentor.  
Be prepared to think about  
your expectations and  
whether they will be met in  
the laboratory of your choice.*



## GUIDELINES FOR SUCCESS

**Do** seek and accept the advice of your mentor in planning your program of study.

**Don't** interpret **critical review** of your progress/performance as a **personal attack**.

**Do** prepare for **meetings with your mentor** to maximize the time allotted for progress reporting.

**Don't** expect your mentor to have all the answers; rather, use your mentor's experience as a "sound board" to try out your ideas and options—you are responsible for your fate.

**Do** treat the MSCR program as **graduate work**—an undertaking that requires total commitment of time and effort. Let your mentor know that you are a serious student.

**Don't** get involved in negative departmental or program politics.

(Modified from "Mentoring: An essential factor in the doctoral process for minority students" Howard G. Adams, Ph.D., GEM)

## Emergency Preparedness

Students of the University of New Mexico recognize the classroom leadership of their faculty. In the event of an emergency, students will expect their faculty to provide guidance to mitigate and respond to the situation. The following is offered as a guide to develop those plans in advance of an incident.

1. **In Case of Emergency** - If one encounters an emergency situation, they must first provide for their own safety. The UNM Police Department is available 24/7 and provides more than just emergency response. In addition to the items listed, they also house “lost and found”, bicycle registration and fingerprinting, offer an escort service, and can provide copies of Police Reports.
  - a. **If you come across an emergency situation, you should:**
    - i. **Step One:** Make yourself safe
    - ii. **Step Two:** Warn others in the immediate area of the situation
    - iii. **Step Three:** Call for assistance. DO NOT assume that someone else has called. UNM PD: (505) 277-2241; 911 from a campus phone; or, via blue light phone.
  
2. **UNM Communications Systems** - The primary ways that UNM can provide emergency updates to students, faculty and staff are via LoboAlerts ([loboalerts.unm.edu](http://loboalerts.unm.edu)) and the Warning Siren. Although cell phones may be a distraction in the classroom, it is recommended that at least one device be left available to receive LoboAlerts messages. Since different devices and service providers may account for messages being received at different times, it may be prudent to allow several devices to be active for such messages.

Other than testing, a sounding of the warning siren means that something has occurred which makes it unsafe to be outdoors. All persons should take shelter in the nearest building, and look for additional information which will be coming via LoboAlerts, local media, email or the UNM Webpage.
  
3. **Shelter In Place** - In some instances, it is safer to shelter in place and wait for further instructions. If you are instructed to Shelter in Place, then:
  - a. Remain calm
  - b. Move away from windows and glass.
  - c. Silence your cell phones.
  - d. Lock the door and wait for further instructions.
  - e. Keep the telephone lines free for emergency information. Do not call 911 or the UNM Police Department for information. *However, if you are trapped or need assistance, please call 911 for assistance!*
  - f. Don't leave your room until instructed by a Police Officer, authority figure or LoboAlert.
  
4. **Evacuation** – Know two ways to get out of your building, and determine a location to meet to make sure that everyone is accounted for. Share this plan with your students in advance.

## Emergency Preparedness

5. **Suspicious Behavior** – There are many ways to report behavior that is concerning (AGORA, BIT, CARS, etc.). Report suspicious person(s) and/or activities to the UNM Police promptly.
6. **Awareness** – The first level of prevention is awareness of your surroundings.

**For further information please contact:**

UNM Police Department  
(505) 277-2241  
[police.unm.edu](http://police.unm.edu)

UNM Office of Emergency Management  
Byron Piatt, MPA, CEM  
Emergency Manager  
(505) 277-0330  
[bpiatt@salud.unm.edu](mailto:bpiatt@salud.unm.edu)  
[emanage.unm.edu](http://emanage.unm.edu)

[campussafety.unm.edu](http://campussafety.unm.edu)



## Appendix A: Forms

All forms, unless otherwise noted, should be returned to SOMREO for final (Department, Program, Dean) signatures and may be found on the MSCR Resources page:

<http://hsc.unm.edu/research/brep/graduate/mscr/resources.html>

### Annual Activities and Accomplishment Report

Complete these each May while in the program. Used for reporting and compliance purposes.

### Committee on Studies (COS) forms

- **Appointment:** Use this to formally appoint your COS in June after admission to MSCR.
- **Report:** Use this to record your progress at your quarterly COS Meetings.

### Clinical Research Appraisal Inventory (CRAI) Assessments

Complete these each June while in the program. These are used to assess program effectiveness.

### Graduation

- **Exit Information Sheet:** Used to keep in touch with our alumni and for reporting program outcomes.
- **Intent to Graduate:** Used to begin the graduation process.
- All degree requirements (except current term grades) must be complete by:
  - Summer Graduation: July 15<sup>th</sup>
  - Fall Graduation: November 15<sup>th</sup>
  - Spring Graduation: April 15<sup>th</sup>

### Learning Plan

An outline of what you will take, and when, to complete your program. It should be developed with your Committee on Studies. While planning, keep the Tuition Remission limits (8 hours Fall/Spring, 4 hours Summer) in mind if applicable.

### Level 2+ Course Agreements (samples)

Use this to develop your Level 2+ course plans with the instructor/domain leader. Any Level 1 course may be developed into a Level 2+ based on instructor and Domain Leader input. Pre-populated forms and additional pre-approved syllabi are available online.

### Program of Studies (POS)

Use this to build your personalized degree plan for graduation. It must be completed the semester **before** you plan on graduating. A PDF as well as a beta version of an electronic OGS submission option are available at

<https://grad.unm.edu/resources/gs-forms/pos-masters.html>

- Summer Graduation: March 1<sup>st</sup>
- Fall Graduation: July 1<sup>st</sup>
- Spring Graduation: October 1<sup>st</sup>



## Appendix A: Forms

### Thesis Defense

- **Announcement of Exam (online OGS form):** Once you and your COS have decided on a date for your Thesis defense, complete the Announcement of Exam. Due to OGS at least two weeks prior to the exam.  
<http://grad.unm.edu/resources/gs-forms/announcement-examination.html>
- **Exam Flyer:** Create a one page flyer announcing your exam (PPT slide typically) and distribute/post it to your department and send it to the BREP office for distribution to our mailing lists. Three weeks prior to exam.
- **Report of Exam (online OGS form):** Represents the results of your Defense and your committee will complete it as a group. Due within a week of your defense.
  - COS (Exam Committee) Chair Initiates at gradforms.unm.edu by entering the overall COS decision
  - Each member of the COS, including the Chair a second time, enters their individual decision
  - The form then routes electronically to OGS
- **Report on Thesis/Dissertation:** Each of your manuscript readers will submit one of these forms to your COS Chair who will return them to the BREP office within a week of your defense.

### Tuition Remission Form

These will be available from your department and are used to process tuition remission benefits each term, if eligible.