

Student Handbook 2023-2024

WEILL CORNELL MEDICINE GRADUATE SCHOOL of

MEDICAL SCIENCES

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GREETING from the CHAIRS and PROGRAM DIRECTORS

The Immunology and Microbial Pathogenesis (IMP) graduate program is a joint venture between the Weill Cornell Graduate School of Medical Sciences (WCGSMS) and Sloan Kettering Institute (SKI). Some IMP faculty members are affiliated with the Hospital for Special Surgery (HSS) Research Institute, the research unit of the premier rheumatology and orthopedics hospital that serves as the rheumatology and orthopedics departments of Weill Cornell's hospital. All three institutions are located within two New York City blocks and represent a unique, enriching and collaborative training environment.

Over the past few years, IMP has expanded to over 38 labs between the three institutions. Major areas of focus are microbial immunity, host-commensal microbiota relationships, microbial pathogenesis, tumor immunology, molecular and cellular immunology, autoimmunity and inflammation, and immune-therapy. The IMP leadership recognizes the importance of scientific collaboration and has formed strong bonds with the well-known Jill Roberts Institute for Research (JRI), Parker Institute, as well as the Ludwig Center to strengthen both program's missions and innovation in scientific research and education. These centers have reputations in performing cutting edge research at both basic and translational level by connecting basic researchers, clinicians, pathologists, surgeons and bioinformaticians to improve patient care.

The broad objective of the IMP Program is to offer the highest level of training to the next generation of scientists working in immunology, microbial pathogenesis, and host-commensal interactions. This objective is accomplished through interactive teaching modules to Fundamental Immunology & Microbiology, as well as several mini courses in advanced immunology with rotating topics ensure that students keep abreast of new developments. To keep up with the demands of analyzing "big" data sets, all students partake in a course on quantitative biology. In their second year, all IMP students take the "Admission to Doctoral Candidacy Examination" (ACE) that hones the student's ability to develop, write and orally defend an independent project proposal.

All students do three, 12 weeks long laboratory rotations, each concluding with a mini symposium where they present their project. The IMP Directors serve as advisors and mentors for all students until they select a thesis lab, which is usually by the end of year one. Upon joining a lab, students, in consultation with their mentor, forms a thesis committee comprised of the mentor and at least two additional faculty (one faculty member should be from one of the three IMP institutions – MSKCC, HSS, WCM outside of the lab institutions). The student meets with the thesis committee at least once a year, and if warranted, more frequently. The committee ensures a smooth transition through graduate school, offers intellectual and experimental guidance and decides when the student is ready to defend his/her thesis.

The IMP program provides a rich interactive atmosphere. All students participate in weekly research-in-progress (RIP) seminars where they present their work to the entire IMP community. All IMP members (students, faculty and post-docs) present their work in talks and posters at the annual two-day retreat. Finally, students interact with the rich palette of invited speakers for the weekly Tri-I IMP seminar series. These interactions foster collegiality and promote collaborations that are instrumental in furthering the intellectual endeavors of graduate students.

Overall, every effort is made to ensure that all students meet milestones and guidelines towards an intellectually satisfying but timely and productive Ph.D. But more importantly, IMP strives to provide a rich training platform for the most-cutting edge research for the best and the brightest young scientists.

With a warm welcome,

Alexander Rudensky (SKI) and Sabine Ehrt (WCGS) IMP Chairs

Theresa Lu (HSS) and Joseph Sun (SKI) IMP Program Directors

Revised August 2023



TABLE of CONTENTS

IMP LEADERSHIP & COMMITTEES	page 3
GRADUATE SCHOOL LEADERSHIP & ADMINISTRATION	page 4
STUDENT SERVICES	page 5
IMPORTANT DATES	page 6
IMP PROGRAM REQUIREMENTS	page 7
1. Course Requirements 2. Laboratory Rotations 3. Academic Advising 4. IMP Annual Scientific Retreat	page 9 page 9
IMP ACADEMIC TIMELINE	page 12
ADVANCEMENT to CANDIDANCY	page 13
Admission to Candidacy Examination (ACE) Final Examination (Thesis Defense)	
GRADUATE SCHOOL REQUIREMENTS	page 20
IMP GENERAL POLICY	page 21
ACADEMIC PROGRESS CHECKLIST	page 22
FACULTY ROSTER	page 24
STUDENT ROSTER	page 26
CAMPUS MAP	page 29

All areas covered on the IMP Program Handbook are subject to change.



IMP LEADERSHIP & COMMITTEES

Program Chairs

Sabine Ehrt, PhD Alexander Rudensky, PhD

Program Directors

Theresa Lu, MD/ PhD Joseph Sun, PhD

Student Evaluation Committee

Sabine Ehrt, PhD Alexander Rudensky, PhD Theresa Lu, MD/PhD Joseph Sun, PhD

First Year Student Advisor

Theresa Lu, MD/PhD Joseph Sun, PhD

ACE Chair (Assigner)

Morgan Huse, PhD

Curriculum Committee

Julie Magarian Blander, PhD Jayanta Chaudhuri, PhD Sabine Ehrt, PhD Ming Li, PhD Joseph Sun, PhD

Retreat Planning Committee

Gretchen Diehl, PhD (Faculty Chair)
Brad Jones, PhD (Faculty Chair)
Inez Rogatsky, PhD (Faculty Chair)
Muquadas Ilyas
Brooke Fiedler
Ian Mantel
Aazam Ghelani
Amanda Chen

Program Coordinator

Muquadas Ilyas

Revised July 2022 3



GRADUATE SCHOOL LEADERSHIP & ADMINISTRATION

WEILL CORNELL GRADUATE SCHOOL OF MEDICAL SCIENCES 1300 York Avenue, A-131 Tel: (212) 746-6565; Fax: (212) 746-8906

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Leora Yasgur

Administrative Assistant ley2005@med.cornell.edu



STUDENT SERVICES

Registrar

Registration, Transcripts, Verification Letters registrar@med.cornell.edu (212) 746-1050

Housing

housing@med.cornell.edu

International Student ServicesClive Liew

cll4002@med.cornell.edu

Finance Coordinator

Natalia Serrano nas4030@med.cornell.edu

Health Insurance

Leora Yasgur ley2005@med.cornell.edu

Student Health Services

Edgar Figueroa, MD, MPH <u>Efigueroa@med.cornell.edu</u> 220 East 69th Street (646) 962-6962

Social & Cultural Events

Discounted tickets for movies, opera, ballet, sports and many more. Kerri McCabe & Chantal Gooding eduvents@med.cornell.edu
Olin 231

Career & Professional Development

Aubrey Leukart, PhD aul4001@med.cornell.edu



IMPORTANT DATES

Fall Registration July 19 – August 20, 2023

Chalk Talks August 28 – September 13, 2023

IMP Scientific Retreat October 23 – 24, 2023

Scientific Writing Workshop TBD

First Rotation Symposium November 30, December 7 – 8, 2023

Winter Recess December 11 – January 1, 2024

Spring Registration (Quarter III & IV) TBD (usually mid-November)

Spring Break Feb 26 – March 1, 2024

Second Rotation Symposium March 14, March 21 – March 22, 2024

Third Rotation Symposium June 13, June 20 – 21, 2024

LAB ROTATIONS

Please note that all lab rotations **MUST** be approved in advance by the Program

Directors. First Lab Rotation (September 5 - December 1, 2023)

Rotation Agreement Due August 30, 2023
Rotation Report & Evaluation Due December 15, 2023

Second Lab Rotation (January 2 – March 12, 2024)

Rotation Agreement Due December 27, 2023 Rotation Report & Evaluation Due March 26, 2024

Third Lab Rotation (April 8 – June 27, 2024)

Rotation Agreement Due April 2, 2024 Rotation Report & Evaluation Due July 3, 2024

^{*} The academic year begins on July 1st and ends on June 30th



IMP PROGRAM REQUIREMENTS

Students in the IMP Program are required to complete a program-specific core curriculum. First year of study is spent with didactic courses in Fundamental Immunology & Microbiology and complemented by electives in anything from cell biology to structural biology. The program offers continued education throughout the graduate studies in the form of an Advanced Topics in Immunology course with flexible topics, an Immunology Seminar Series highlighting the latest developments in the field presented by distinguished scientists, and a student-run Research in Progress (RIP) seminar for critical discussion of their thesis research and the exchange of ideas. Laboratory rotations complement formal classroom learning.

In order to successfully complete the Core Curriculum, student must achieve a High Pass (HP) or better to remain in good academic standing. For advanced required coursework, students will be allowed no more than one Low Pass (LP).

PhD Progress Point Deadlines

Completion of Core Curriculum	End of 2 nd year after matriculation
Declaration of Major Sponsor	End of 1 st year after matriculation
Admission to Doctoral Candidacy Examination (ACE)	End of 2 nd year after matriculation
Successful Defense & Deposit of Dissertation	Current average is 5.6 years

IMP students are expected to complete all requirements for the PhD degree within six years after matriculation in the program. Exceptions must be reviewed and approved by the Program Directors, Co-Chairs and Dean of the Graduate School.

1. COURSE REQUIREMENTS

IMP students are expected to fulfill the following requirements for the PhD degree:

A. Core Curricula

- Fundamental Immunology & Microbiology
- Responsible Conduct of Research (RCR)
- Quantitative Understanding in Biology I (qBio)
- Bioinformatics (must be taken when available)
- Scientific Writing Workshop (must be taken when available)

B. Advanced Coursework

At least **ONE** module of Advanced Topics in Immunology (ATI) must be completed before a student is eligible for the ACE. **TWO** additional modules of ATI must be taken in subsequent years.



C. Electives

Students are recommended to take one of the following courses:

- Molecular Genetics
- Biochemistry & Structural Biology
- Microbial Pathogenesis Offered at RU

Please note that Molecular Genetics, Biochemistry and Structural Biology are not always offered. These courses along with one half of Microbial Pathogenesis may be substituted for one ATI module after the ACE.

D. Seminars and Journal Clubs

IMP students are required to register and participate in these year-long seminars during the entire duration of their graduate training. Students <u>MUST</u> register for the Immunology Research in Progress and Immunology Seminar Series once a year in the Fall in order to receive credits and either a grade of "P" (pass) or "F" (fail) will be included in your transcript.

Immunology Research in Progress (RIP)

IMP students and postdoctoral fellows present work in progress at a weekly seminar. Students, postdoctoral fellows and faculty in the IMP community attend the seminars. Attendance at RIP is mandatory for IMP students and attendance will be collected each week. 8 absences are permitted for the academic year. These can be used at any time and for any reason (examples: conference or personal travel, illness, experiment that can't be moved). You do not need to communicate your absence to anyone. Should truly extenuating circumstances arise (examples: extended travel for visa renewal, illness or death in your family, parental leave), please reach out to the RIP faculty member, Justin Perry (perryj@mskcc.org), to discuss the number of absences required.

Immunology Seminar Series

The Immunology Seminar Series is a joint effort between Weill Cornell Medicine, Sloan Kettering Institute, The Rockefeller University and Hospital for Special Surgery. Students will have the opportunities to meet with the visiting speaker.

Journal Club (JC)

This is not a registered course. However, students are highly encouraged to participate in one journal club held on campus. Options include the IMP student-run journal club or journal clubs associated with rotation labs.

Students are encouraged to attend additional seminars and journal clubs in areas of their particular interest or in areas that they wish to explore.

NB

- o In addition to courses, student must register for Lab Rotations (LROT), ACE (ACEX.5001.02.WCM) and Final Examination (FINL.5001.04.WCM) when appropriate.
- Students who have passed the ACE <u>MUST</u> register for the Dissertation Research in the Fall (REST. 5004.01) and Spring (REST 5004.03) every academic year until he/she is ready to defend.
 All registration should be completed in a timely manner, on or before the set deadline.



2. LABORATORY ROTATIONS

Students are expected to complete three lab rotations before undertaking thesis research, each lasting about 10-12 weeks. The major objective of these rotations is to expose students to a broad range of topics and hands-on research experience, and eventually to allow the student to identify a thesis lab.

The rotation project is often related to the ongoing projects in the lab, but ideally should provide the student a distinct experimental focus. At the end of each rotation, students are expected to present their work at the IMP Rotation Symposium.

Following each rotation, a concise written report (no more than 1 page long) must be submitted to the rotation sponsor. Once approved, the finalized report must be submitted to the Program Coordinator within two weeks of completion of the rotation. The report should describe the project (theoretical background, aims and results) as well as the overall significance of the research undertaken during laboratory rotation. These reports become part of the student's file and evaluation prior to the ACE examination.

Under special circumstances, less than 3 rotations are permitted for students with extensive prior research lab experience. If the student has not identified a thesis lab by the beginning of the second year, a fourth rotation may be permitted, with the approval of the Program Director. As such, a thesis lab must be identified before the start of the third year (fifth semester).

For each rotation, the student must register and submit the **Rotation Agreement** form via LEARN. Once a student has completed a rotation, the **Rotation Report & Evaluation** form must be filed by both student and rotation sponsor. Grading of rotations will be on a Pass/Fail basis.

NB Each lab rotation must be approved by the Program Directors in advance of the rotation start date.

Chalk Talks

At the beginning of the Fall Semester, the IMP faculty members will give brief presentations about their research. The purpose of this week-long event is to help first year students choose labs for their rotations. At each Chalk Talk, four to five faculty members will discuss their work and take questions from students.

3. ACADEMIC ADVISING

The IMP Program Directors are the official advisors for first year students and available to address questions about courses, rotations, or problems that may surface during the first year of matriculation. The Program Directors will meet with the students individually twice in their first year of studies to review his/her academic progress. Students are expected to identify a thesis lab/major sponsor at the end of first year (by June 30th) and the PI will then be the advisor. The Program Directors meet and advise students after their first year as needed.

Once a student passes the Admission to Doctoral Candidacy Examination (ACE), he/she will be required to assemble a Thesis Committee, comprising the major sponsor (PI) and two additional faculty members knowledgeable in the field of study (minor sponsors) with the aid of their PI (one faculty member should be from one of the three IMP institutions – MSKCC, HSS, WCM outside of the lab institution).

Each student (PhD and MD/PhD) should complete the **Nomination of Special Thesis Committee** form. This form should be submitted to Denise Jenkins (<u>djenkins@MED.CORNELL.EDU</u>) and cc the Program Coordinator with all the required signatures by **November 1**st.



The Thesis Committee advises the student in their research, meeting periodically to monitor progress, and to oversee development of the thesis. During this time, the student continues to participate in the other educational programs offered by the graduate program but works full time in the laboratory.

Formal progress report must be filed with the Graduate School annually. To meet this requirement, students are expected to meet once a year with the Special Thesis Committee and complete the *Thesis Committee Meeting Evaluation* form via Learn. Students must launch the form via Learn and have it completed by the Major Sponsor and Committee chair within a week after the meeting. Inform the program coordinator once the form is completed.



4. IMP ANNUAL SCIENTIFIC RETREAT

The IMP Scientific Retreat is held yearly in October. This year we will host the retreat on October $23 - 24^{th}$, 2023 at Crystal Springs Resort in New Jersey. This event provides an opportunity for faculty, students, and postdoctoral fellows to interact with each other on both a personal and professional level.

The two-day event includes a keynote address by a prominent scientist. This year's keynote speaker will be Dr. Sara Cherry, a Professor of Pathology & Microbiology at the Perelman School of Medicine of the University of Pennsylvania. She is also a Scientific Director for the High-throughput Screening Core and Director of the Program for Chemogenomic Discovery in the Penn Center for Precision Medicine.

Ample time is set aside for recreational activities during the retreat.



IMP ACADEMIC TIMELINE

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
	YEAR 1										
	Fundamental Immunology & Microbiology										
	First Rotation Second Rotation Third Rotation										
	$\xrightarrow{\hspace*{1cm}} \xrightarrow{\hspace*{1cm}} \xrightarrow{\hspace*{1cm}}$										\longrightarrow
	Immunology Research in Progress (RIP) Seminars in Immunology Journal Club (not a course)										
Choose	thesis lab	by the er	nd of Yea	r 1							
					,	YEAR :	2				
		Α		d Topics	in	Admission to Doctoral Candidacy					
		Immunology* Quantitative Understanding in				Exam					
		Quariti		logy	idirig iri						
					ology Re Seminar Iournal C	s in Imn	nunology	, ` ,			
Begin for	rming the	sis comm	ittee by	the end o	f Year 2, n	ominatio	n form du	ie Novem	ber 1 st		
				,	YEAR 3	and B	EYONI)			
		Α		d Topics nology*	in						
		Moleci	ular Ger	netics**			Micr	robial Pa	thogene	sis**	
	Biochemistry & Structural Biology**										
	Immunology Research in Progress (RIP) Seminars in Immunology Journal Club (not a course) IMP Dissertation Research										

^{*} Different modules are offered every Fall. At least $\underline{\mathbf{ONE}}$ module must be taken before the ACE and $\underline{\mathbf{TWO}}$ additional modules must be taken in subsequent years.

^{**} Either one of these courses may be substituted for one module of Advanced Topics in Immunology after passing the ACE if they are being offered.



ADVANCEMENT TO CANDIDACY

Students will be advanced to PhD candidacy after all the IMP program requirements, advance coursework and Admission to Candidacy exam (ACE) have been successfully completed. Students who leave the program after passing their ACE are eligible for the terminal Master's degree with the approval from the Program Directors, PI and Graduate School.

1. ADMISSION to CANDIDANCY EXAMINATION (ACE)

Only students who have successfully completed the Fundamental Immunology & Microbiology course AND at least one module of Advanced Topics in Immunology are eligible to take the ACE. Students are strongly encouraged to read successful NIH grant applications as preparation for the ACE and to take advantage of the Advanced Topics in Immunology modules to practice developing specific aims and experimental designs.

The ACE consists of three parts:

- 1) Topic/Specific Aims submission and approval (by the ACE assigner)
- 2) The Written Examination, (evaluated by the student's assigned ACE committee).
- 3) The Oral Examination

The Oral Examination must be completed no later than **June 30th** of the second year of graduate training. Students who do not take the oral exam by June 30th are placed on academic probation for 3 months, except in extenuating circumstances as approved by the Dean of the Graduate School, upon request from the Program Director.

The goal of the ACE is two-fold. First, the ACE provides an excellent opportunity for each student to expand their knowledge of an area of science, with the guidance of the faculty. The ACE can be seen as a transitional process in which the student adapts their thinking from a more passive mode of classroom learning to the more active, engaged, but less structured process of scientific investigation. The ACE serves both as a test of, and introduction to, these skills.

Second, the ACE is an important tool for the IMP program to assess the suitability of each student to pursue the PhD degree. It is not a given that a student admitted to the program based on outstanding academic qualifications who has completed, or even thrived during, the didactic training of early graduate school will be capable of completing a dissertation. The laboratory phase of the PhD degree requires distinct skills: creativity, critical thinking, and intense engagement, which may not be rigorously tested in the classroom. The ACE process allows the IMP program to assess these skills in each student before admitting them to PhD candidacy.

The ACE will evaluate each student's:

- Ability to think independently.
- Ability to think critically.
- Ability to explain and understand the present status, direction and significance of the chosen ACE topic.
- Ability to generate novel hypotheses and to design appropriate experiments that address these hypotheses.
- Ability to interpret and evaluate experimental data.
- Fund of general knowledge.



The ACE will provide the means for the student to:

- Exercise independence in study design.
- Study in depth, a subject of particular interest or value to them.
- Develop a research plan in the format of an NIH grant application (R21 style/F31 style).
- Practice scientific writing skills.
- Be involved in scientific discussions with several faculty members outside the thesis lab.
- Receive critical feedback.

As restated for emphasis and clarity, success in the ACE is contingent on the student demonstrating (1) independence of thought, (2) creativity and skill in design of experimental approaches to (3) ability to identify a problem of scientific interest that could advance the field.

A. ACE Assigner

The Assigner, an IMP faculty member appointed by the Program Co-chairs (Dr. Morgan Huse presently), will meet with students in early January to discuss the ACE format and answer questions one month prior to the topic submission deadline. At this time, each student is encouraged to begin choosing an appropriate topic and develop it into a formal specific aims page.

Once the Assigner approves the outline, he/she/they will designate an ACE Committee composed of three faculty members from the IMP Program or, if necessary, from another program. In addition, the Assigner will designate one of the committee members as the Chair of the Examining Committee to maintain consistent guidelines and expectations for both examinations.

B. ACE Topic Choice

The topic is chosen by the student within a set of quidelines established by the IMP program. It is the student's privilege to have flexibility and latitude in choice of the ACE topic. Topics may be chosen from any area of science related to immunology and/or microbiology, including the research focus of the student's thesis lab. No distinction will be made between "on thesis topic" or "off thesis topic" proposals. Both are acceptable, making the process "topic agnostic", in a manner of speaking.

The **critical aspect** of topic selection and development is that the student's mentor must be minimally involved. Once a general area of investigation for the ACE is chosen, the student must cease discussing the proposal with his/her/their mentor. This requirement is intended to force the student to think independently, which is the central goal of the ACE process.

C. Composition of the ACE Committee

The ACE committee for each student will consist of at least 3 faculty members. The IMP program will maintain a dedicated set of faculty to serve on ACE exams. These "ACE examiner" faculty will rotate among the IMP faculty to assure equal workload over time. Each ACE committee will consist of three "ACE examiner" faculty or 2 ACE examiner faculty and one Ad hoc member, all chosen by the ACE assigner. The composition of the "ACE assigner" pool is not distributed to the students. A student has the right to petition with cause for replacement of a committee member in case a personal conflict exists between them. Such requests should be submitted to the ACE assigner.



D. Format

By **February 1st**, student must submit an outline of his/her proposed research topic to the ACE Assigner in the form of a Specific Aims page. The outline should specify no fewer than 2 and no more than 3 specific aims and should not exceed **one page**, exclusive of up to five key references on the second page if necessary. The synopsis should include a brief description of the system to be studied, the question/hypothesis/model to be tested and the experimental approaches under consideration. Good topic choices will be timely, original, conceptually important, and mechanistically decipherable. Students will be informed by the ACE Committee of the approval of their choice of topic/aims in ten days or less. If it is not approved, students will have two weeks to submit revised SA.

E. Written Proposal/Examination

Students will have approximately four weeks to submit their written proposal to the ACE Examining Committee once the topic/aim is approved by the ACE assigner and the ACE committee. The R21/F31-style written proposal should not exceed six pages (exclusive of aims page and references) and must be the work of the student alone. The student may seek any advice they wish, but **neither from their ACE Committee nor their thesis mentor.**

Primary, secondary and tertiary reviewers will be assigned from the ACE Committee, all of whom will read and rate the proposal. The ACE Committee will have 2 weeks to review the student's written proposal and recommend "Approval" or "Revision/Disapproval" of the proposal. All ACE reviewers will prepare a written critique that includes strengths and weaknesses.

Approval of the written exam means that the student can proceed to the oral exam, but does not preclude that the student may be asked to revise the written proposal if the oral exam is tabled. Revised proposals, when requested (i.e. Revision/Disapproval), must be submitted to the Assigner and committee no later than two weeks after receipt of the critique. The revised proposal should include a preface section that briefly summarizes how the points raised in the critique have been rectified. If the revised proposal is disapproved again by the ACE Committee, it is tantamount to a failing grade for the student. The student should be aware that additional questions about the written proposal, including but not limited to those raised in written critiques (for both approved and revised proposals), will arise at the oral exam. The student should prepare accordingly.

Formatting Instructions:

- Font: Use an Arial typeface with a font size of 11 points or Times New Roman typeface with 12 points.
- Spacing: Single-spaced for all pages.
- Margins: Use US Letter size (8.5" X 11") and one-inch margins (top, bottom, left and right) for all pages. Each page must have your name and be numbered.
- Figures: Must be included within the 6-page limit. Embed figures within the text pages.

Timeline for the ACE*

* This timetable is provided for illustrative purposes only. Precise dates, particularly after the initial February 1 deadline, will be specific to each student.

NB

- o Two times Topic/Aims "Disapproval" is equivalent to "FAIL"
- o Two times written proposal "Disapproval" is equivalent to "FAIL"
- o Two times Oral Exam "Table" is equivalent to "FAIL"

Track #1	Track #2	Track #3	Track #4
(Topic/Aims & Proposal Approved)	(Topic/Aims Approved & Proposal Disapproved)	(Topic/Aims Disapproved; Proposal Approved)	(<u>Revised</u> Topic/Aims Approved & Proposal Disapproved)
February 1 Topic/Specific aims due by email PDF to husem@mskcc.org Subject line: Student Name: ACE Aims. e.g. Morgan Huse: ACE Aims			
February 8 Committee notifies student – aims approved. Student is notified of ACE committee composition	February 8 Committee notifies student – aims approved, student is notified of ACE committee composition	February 8 Committee notifies student – aims rejected	February 8 Committee notifies student – aims rejected
		February 15 Revised aims due	February 15 Revised aims due
March 11 Full written proposal due Email PDF to all ACE committee members and glickmam@mskcc.org Subject line: Student Name: ACE Written Proposal	March 11 Full written proposal due	February 22 Committee notifies student – revised aims approved	February 22 Committee notifies student – revised aims approved
March 25 Committee notifies student – proposal approved	March 25 Committee notifies student – proposal rejected	March 25 Full written proposal due	March 25 Full written proposal due
Oral exam conducted prior to June 30	April 8 Revised written proposal due	April 8 Committee notifies student – written proposal approved	April 8 Committee notifies student – written proposal rejected
	April 18 Committee notifies student – revised written proposal approved	Oral exam conducted prior to June 30	April 18 Revised written proposal due



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Track #1	Track #2	Track #3	Track #4
(Topic/Aims & Proposal Approved)	(Topic/Aims Approved & Proposal Disapproved)	(Topic/Aims Disapproved; Proposal Approved)	(<u>Revised</u> Topic/Aims Approved & Proposal Disapproved)
	Oral exam conducted prior to June 30		April 27 Committee notifies student – revised written proposal approved Oral exam conducted prior to June 30



F. Oral Examination

Scheduling:

Students are responsible for scheduling their oral exam. Exams should preferably take place in person, but in the event of insurmountable scheduling conflicts, remote examinations are acceptable. A strong effort should be made to schedule the exam prior to June 30. Examinations can take place after the June 30 deadline, but must be authorized by the ACE Assigner. Students must inform the ACE Assigner of the time and location of their oral exam no later than two weeks prior to the exam itself.

Oral Exam Format and Structure:

Immediately prior to the exam, all committee members and the thesis advisor should be present for the initial evaluation of the student's written proposal, laboratory, and classroom performance; the student should not be present during this discussion. Following the discussion of the student's progress, the thesis advisor will be excused and the student will be invited to present the key features of the research proposal. Students are often interrupted for questioning during their presentations and frequently do not complete their entire presentation. The substance of the presentation will be oriented around the content of the written proposal. However, fundamental knowledge relevant to the proposal may also be tested and will contribute to the pass/fail decision. When the oral presentation has concluded, the student will be excused to allow the committee to discuss the exam performance and vote. The committee may vote on one of 3 possible outcomes:

- APPROVAL (Pass) A "Pass" signifies satisfactory completion of the candidacy exam.
- **TABLE** "Table" will entail some follow up oral exercise for the student to address the ACE committee's remaining concerns.
- FAIL Student will be referred to the Student Evaluation Committee (SEC) for consideration in light of the student's overall academic performance. In such cases, the SEC can recommend that the student be either allowed to re-take the oral examination or asked to leave the program. The student will only be permitted one retake of the Oral Exam, within a time frame that is reasonable and acceptable to all parties involved.

Continuing Education

If a student has demonstrated a generally sound understanding of important principles during the ACE, but has a weakness in one or more areas, the ACE Committee may pass the student with the provision that the weaknesses should be readdressed by taking one or more courses. This is termed a "Conditional Pass".

The development of the scholarship and research abilities of senior students is the responsibility of both the Examination Committee that conducts the ACE and the Thesis Special Committee. Either of these committees can make recommendations or impose requirements on the student beyond the general requirements of the Graduate School and the educational standards outlined by the Graduate Program in Immunology.

These requirements may include formal courses, upper-level seminar style courses, undertaking an independent reading course supervised by a faculty member, participation in seminars and poster sessions requirements to give talks in formal or informal seminar series, etc. These types of activities are often voluntarily undertaken by students because of their desire to strengthen their abilities, but it is the responsibility of the Thesis Committee to ensure that the student is well prepared for their future career.



While completing thesis work, students are expected to continue to attend seminars and are strongly encourage taking or auditing graduate courses to continue their education and broaden their knowledge of Immunology and related disciplines.

2. FINAL EXAMINATION (THESIS DEFENSE)

IMP students are expected to defend and complete all requirements for the PhD degree within six years after matriculation in the PhD program. Exceptions must be reviewed and approved by the Program Director, Co-Chairs and Dean of the Graduate School.

Students should read the guidelines and instructions for the Final Examination and the Student Exit Checklist on the Graduate School website. Failure to complete the steps detailed on the respective documents on the WCGSMS website will result in a delay of your degree conferral.

It is the student's responsibility to schedule a mutually agreeable date and time with the Examining Committee for both the public lecture and closed section for the oral defense.

A. Process Timeline

- Students must submit the Application for Final Examination form 30 days before the scheduled defense.
- Two weeks prior to the examination, the Approval for Thesis of Defense form must be submitted to the Graduate School Office. The Examining Committee must sign and attest that the thesis is ready to be examined.

B. Dissertation Deposit

For thesis formatting guidelines, students should read the **Doctoral-Master's Thesis Requirements** on the WCGSMS (Student Forms) website.

The dissertation may be deposited at any time during the year, but the following deposit deadlines determine the date of the degree. Please note that these dates differ from year-to-year.

Degree Conferral Date:	Thesis Must be Submitted and Approved by Noon:		
August 31, 2024	August 2, 2024		
December 31, 2023	December 1, 2023		
May 16, 2024	May 3, 2024		



GRADUATE SCHOOL REQUIREMENTS

All PhD and MD/PhD students are required to fulfill the following requirements for the PhD degree on a yearly basis throughout your graduate training:

1. Thesis Committee Meeting

Students are required to meet with his/her Thesis Committee within 6 months of completing the ACE, and subsequently once a year no later than **June 30**th of each year. The Graduate School requires all students to meet with the Thesis Committee at least once a year throughout their graduate training. The IMP program encourages more frequent meetings. To meet this requirement, students are expected to complete the **Thesis Committee Meeting Evaluation** form and return the signed form to the Program Coordinator. *Please note the thesis committee should comprise of at least one faculty member from one of the three IMP institutions – MSKCC, HSS, WCM outside of the lab institution).

Timely meetings are imperative, and students should take the initiative in scheduling these meetings. When a student fails to have a Thesis Committee meeting for more than 12 months, he/she is considered to be in poor academic standing.

2. Individual Development Plan (IDP)

The Graduate School requires an annual NIH-mandated IDP for all PhD students. The IDP aims to assist students with identifying professional goals and objectives. It also aims to ensure that students are working proactively towards developing the skills and competencies needed to achieve short and long-term career goals.

The IDP process should be completed every year in the beginning of each academic calendar (July 1st) no later than **August 15**th.

3. Progression to Degree (Rising Sixth Year and Beyond)

Students in their **sixth year and beyond** must complete the **Progression to Degree** form with his or her PI every year in the beginning of each academic calendar (July 1st) in conjunction with the Individual Development Plan (IDP). The deadline to submit the signed Progression to Degree form is **August 15**th.



IMP GENERAL POLICY

1. Changing Programs or Thesis Labs

IMP students are encouraged to perform their thesis work in the laboratory of a faculty member of the Immunology Program. Thesis work in a laboratory within other Graduate School Programs is permitted with approval of the IMP Program Directors.

Students in good standing in a program other than Immunology and Microbial Pathogenesis (IMP) can transfer to the IMP Program provided that certain requirements are fulfilled. The terms of the transfer are to be discussed with the Program Directors of both the original program and the IMP Program. In addition, the transfer requires formal approval from both Program Directors and the Associate Dean for Program Development. Students changing into the IMP Program will be required to complete the Fundamental Immunology course, as well as additional Immunology courses as determined by the Program Directors.

2. Publication Policy

When you are listed as an author on a publication or abstract, please be sure to acknowledge your WCGS Program. For example: "<student name> is a member of the Pharmacology Graduate Program, Weill Cornell Graduate School, New York, NY." Of course, acknowledging membership in your mentor's department/center/institute is also appropriate. Also, if you have received T32, F31, NSF, or other individual funding that should be acknowledged.

3. Vacation Policy

Students are expected to inform the PI or the rotation advisor of all proposed and planned absences so that the flow of experimental work can be planned in advance. Attending scientific meetings and days explicitly taken off for study and preparation for examinations do not count as vacation days.

In the event of an unanticipated absence, students should make every effort to communicate with the PI, Program Directors and/or Graduate School as soon as possible. Any unexplained absence will constitute lack of satisfactory progress in the Program and can result in academic probation.

NB It is important that you read the **Code of Legislation of the Weill Cornell Graduate School of Medical Sciences** for Graduate School guidelines and policy (especially page 9 - 15). This document can be found on the WCGSMS (Student Forms).



ACADEMIC PROGRESS CHECKLIST

❖ FIRST YEAR Course Registration: ☐ Fundamental Immunology & Microbiology (IAMP.9010) – Year-long course ☐ Immunology Research in Progress (IAMP.9530) ☐ Seminars in Immunology (IAMP.9002) ☐ Responsible Conduct in Research – RCRP 9010 01 (fall); RCRP 9010 03 (spring) (Course Codes are subject to change – course titles will remain the same) You must register for all Lab Rotations (refer to page 6 for set deadlines) ☐ Complete Lab Agreement and Evaluation Forms for all rotations (more info on pg 9) ☐ Submit written lab report for all rotations (refer to pg 9) ☐ Complete Annual Student Evaluation and Individual Development Progress forms at the end of first year (by June 30th) ☐ Declare a lab/PI at the end of first year (deadline: June 30th) and inform your program coordinator **❖ SECOND YEAR Course Registration:** ☐ Quantitative Understanding in Biology (PBSB.5005) – offered in Spring 2023 ☐ Immunology Research in Progress (IAMP.9530) ☐ Seminars in Immunology (IAMP.9002) ☐ Advanced Topics in Immunology (IAMP.9505.01; IAMP.9527.02)— at least one module must be taken before ACE ☐ Microbial Pathogenesis – Optional; offered at RU ☐ Pre-ACE Research: IMP- (REST 9002)- Fall ☐ ACE (ACEX.5001.02.WCM) – Register when ready to take ACE **ACE Preparation (Spring Semester):** ☐ Submit an official *Application for ACE* form at least **TWO WEEKS** prior to the scheduled oral exam date The ACE must be completed no later than June 30th **Special Thesis Committee:** ☐ Assemble thesis committee and submit the *Nomination of Special Thesis Committee* form once you pass the ACE. Deadline to submit Nomination form to Program Coordinator is November 1st ☐ Meet and complete *Thesis Committee Meeting Evaluation* form six months **AFTER** you pass the ACE but no later than **June 30th** (of your 3rd year)



❖ EVERY YEAR THROUGHOUT YOUR GRADUATE TRAINING

Course Registration:
 Immunology Research in Progress (IAMP.9530) Seminars in Immunology (IAMP.9002) Advanced Topics in Immunology (IAMP.9505.01; IAMP.9527.02)— if 3 modules not already taken Dissertation Research (REST 9104) – All post-ACE students Responsible Conduct in Research Refresher – (Offered in the Fall/Spring) – required for 5th years
PhD Degree Requirements:
☐ Annual Thesis Committee Meeting – Must meet with thesis committee and complete <i>Thesis Committee Meeting Evaluation</i> form once a year throughout your graduate training
\Box Individual Development Plan (IDP) - The IDP process should be completed once a year at the beginning of each academic calendar prior to August 15 th
☐ Progression to Degree – Students in sixth year and beyond must complete the Progression to Degree form every year in conjunction with the IDP prior



IMP FACULTY

TITLE	LACTNAME	FIRST	Finall	DUONE	OFFICE
IIILE	LAST NAME	NAME	Email	PHONE	LOCATION
Associate Professor	Anandasabapathy	Niroshana	Nia9069@med.cornell.edu	646-962-3367	BRB-920
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Assistant Professor	Gitlin	Alexander	gitlina@mskcc.org	646-888-3755	ZRC-1564
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Professor	Van den Brink	Marcel	vandenbm@mskcc.org	646-888-2304	ZRC-1404
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Professor	Worgall	Stefan	stw2006@med.cornell.edu	646-962-6236	BRB-1202A
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Assistant Professor	Zappasodi	Roberta	roz4002@med.cornell.edu	n/a	BRB1418
Assistant Professor	Zeng	Melody	myz4001@med.cornell.edu	646-962-9791	BRB-1252

BRB Belfer Research Building (413 E 69th Street)

RRL Rockefeller Research Laboratories (430 E 67th Street)

S HSS Research Institute (515 E 71st Street)
 WCM Weill Cornell Medicine (1300 York Avenue)
 ZRC Zuckerman Research Center (417 E 68th Street)



IMP STUDENTS

YEAR of	LAST NAME	FIRST NAME	E-MAIL	LAB PHONE	PI
ENTRY	LAST NAME	FIRST NAME	E-WAIL	LAB PHONE	F1
2018	Ahimovic	Dughan	dja4001@med.cornell.edu	212-746-2074	Josefowicz, S
2020	Bah	Mamadou	mab4025@med.cornell.edu	646-888-2585	Wolchok, J
2020	Bale	Michael	mib4004@med.cornell.edu	212-746-2074	Josefowicz, S
2021	Bakshi	Sufia	sub4005@med.cornell.edu	646-888-3754	Andrea Schietinger
2017	Bansal	Harmanjit	hsb2002@med.cornell.edu	646-962-6219	Ehrt, S
2021	Beroshvili	Giorgi	gib4004@med.cornell.edu	646-888-3160	Rudensky, A
2018	Bou Puerto	Regina	reb4002@med.cornell.edu	646-888-3160	Rudensky, A
2020	Callaghan	Ryann	ryc4003@med.cornell.edu	646-888-3932	Diehl, G
2023	Campos Codo	Ana	anc4046@med.cornell.edu		
2023	Cardakli	Emre	edc4004@med.cornell.edu	212-746-6023	Longman, R
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2017	Daman	Andrew	awd2001@med.cornell.edu	212-746-2074	Josefowicz, S
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2023	Du	Muxue	mud4002@med.cornell.edu		
2021	Emanuel	Elizabeth	ele4003@med.cornell.edu	646-962-6291	Artis, D
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2023	Fan	Sherry	shf4005@med.cornell.edu	646-888-3228	Sun, Joe
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2019	Fiedler	Brooke	bef4002@med.cornell.edu	425-358-1362	Sonnenberg, G
2016	Fernandez	Keith	kcf2003@med.cornell.edu	646-888-2344	Chaudhuri, J
2020	Fisher	Logan	lof4002@med.cornell.edu	646-888-2707	Brown, C
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2023	Gjonbalaj	Mergim	meg4012@med.cornell.edu		
2023	Gladkov	Gregory	gtg4001@med.cornell.edu		
2020	Gladstone	Joseph	jog4012@med.cornell.edu	425-358-1362	Sonnenberg, G
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2021	Herrera	Alberto	Amh4009@med.cornell.edu	617-777-9151	Jones, B
2018	Hsu	Joy	joh4005@med.cornell.edu	646-962-9970	Anandasapathy,
					N Sallie Permar
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2021	Kang	Jee Hye	Jek4008@med.cornell.edu		Zappasodi, R
2020	Kim	Dasom	dak4009@med.cornell.edu	646-888-3932	Diehl, G
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2018	Klevorn	Thais	thk4002@med.cornell.edu	646-962-6219	Ehrt, S
2018	Krebs	Adam	ask4001@med.cornell.edu	646-888-2360	Glickman, M
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2023	Lawless	Victoria	vrl4001@med.cornell.edu	212-746-2074	Josefowicz, S
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2023	Lee	Esther	esl4002@med.cornell.edu		
2019	Leyre	Louise	lol4001@med.cornell.edu	212-746-5613	Jones, B
2021	LI	Dayi	Dal4017@med.cornell.edu	212-639-6561	Craig Thompson
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2023	Liu	Fitty	fll4002@med.cornell.edu		
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2023	Madani	Wiam Abdalla Mohammed	wim4008@med.cornell.edu		
2020	Mai	Cheryl	cym4001@med.cornell.edu	646-888-3160	Rudensky, A
2018	Mantel	lan	Idm4001@med.cornell.edu	212-774-2743	Donlin, L
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2022	McBain	lan	iam4003@med.cornell.edu	646-888-3754	Schietinger
2023	McGuire	Tomi	tjm4001@med.cornell.edu		
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2017	Michaels	Anthony	ajm2018@med.cornell.edu	646-888-3160	Rudensky, A
2023	Miller	Itzayana	igm4001@med.cornell.edu		
2018	Mills	Kathleen	Kam4002@med.cornell.edu	646-888-3596	Hohl, T
2023	Min	Daniel	dmi4004@med.cornell.edu		
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2020	Nazia	Sakila	san2025@med.cornell.edu	646-962-6224	Kyu Rhee
2020	Owyong	Mark	mao4007@med.cornell.edu	646-888-3228	Sun, J
2017	Santosa	Endi	ens2003@med.cornell.edu	646-888-3228	Sun, J
2020	Paucar	Yoselin	yop4001@med.cornell.edu	646-888-2707	Brown, C

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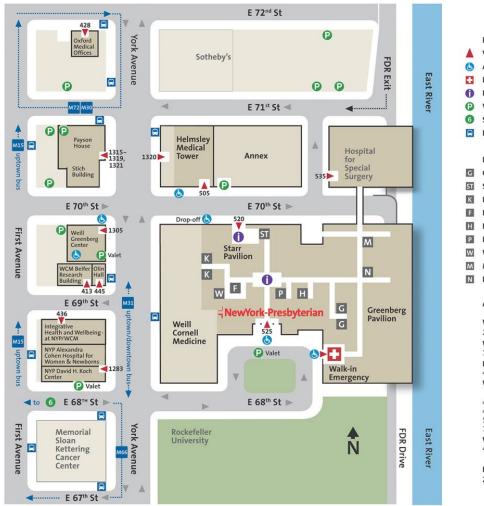
2022	Pierce	Jonah	jop4014@med.cornell.edu		Van Den Brink
2021	Qu	Sophia	Soq4001@med.cornell.edu	425-358-1362	Sonnenberg, G
2022	Ravisankar	Purnima	pur4001@med.cornell.edu	646-962-9791	Melody Zeng
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2023	Smith	Connor	cds4002@med.cornell.edu		
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2023	Zurowski	David	djz4001@med.cornell.edu		

T MD/PhD Student



Campus Map

NewYork-Presbyterian Weill Cornell Medical Center



Legend Visitor's Entrance Accessible Entrance Emergency Information Desk Visitor Parking **Subway Entrance** Bus Elevators **G** Greenberg Pavilion Starr Pavilion, J Corridor & L Corridor K Wing / F Wing, floors 2-9 Baker Pavilion / F Wing (floors 9-24) Baker Pavilion / F Wing (floors 9-23) **Payson Pavilion Whitney Pavilion** M Wing N Wing **Additional Medical Offices** Weill Cornell Medical Assoc. Eastside 201 East 80th Street Weill Cornell Medical Assoc. Westside 12 West 72nd Street Iris Cantor Women's Health Center 425 East 61st Weill Cornell Imaging at NewYork-Presbyterian 416 East 55th Street 425 East 61st Street, 9th Floor 520 East 70th Street, Lobby Level WCM Nephrology & Hypertension Hospital information: 212 746 5454