Welcome New Engineering Grad Students!

9:00   Welcome
10:00  Safety and Evacuation Procedures
10:45  DECS – College Computer Support
11:00  Rights and Responsibilities
12:00  Lunch
Welcome! We are glad you’ve chosen to join the Spartan Nation, and we look forward to working with you during your graduate degree program. This orientation provides an overview of the College of Engineering and highlights the College-level requirements you need to complete as part of your graduate program.
The MSU College of Engineering is a big place! We have over 6,000 undergraduates and nearly 1,000 graduate students, served by about 228 faculty and numerous instructors, advisors and staff members. MSU offers graduate degrees (MS and PhD) in 11 areas of Engineering, housed across 8 different departments.
The College of Engineering has 8 different departments, each with its own acronyms.

Engineering Departments

- BAE: Biosystems & Agricultural Engineering
- BME: Biomedical Engineering
- CEE: Civil & Environmental Engineering
- CHEMS: Chemical Eng. & Materials Science
- CSE: Computer Science & Engineering
- ECE: Electrical & Computer Engineering
- ME: Mechanical Engineering
Our Engineering Graduate Studies team includes graduate program directors and graduate secretaries in each department. In addition, the Dean’s office includes our Associate Dean for Graduate Studies and Research (ADGRS), our Assistant Dean for Graduate Student Services, the Graduate Secretary for the College, and an Assistant Director for Graduate Recruiting and Programming. You can find contact information for the graduate programs team here: https://www.egr.msu.edu/graduate/contacts
You probably have lots of questions about which classes to take, how to get started in research, and what you need to do in order to earn your degree. There are many resources to assist you, both in the Department and at the College level.
In Your Department

- **Department Graduate Handbook**
  (http://www.egr.msu.edu/academics/graduate/contact-admissions-information)
  - Enumerates the requirements for your degree
  - Make sure you read it, and re-read periodically
  - Make sure you follow links to more information!
  - Use this as a guideline for planning coursework
  - How many courses of what type do you need?
  - What is your backup plan? (MS?)
  - Follow up with grad program director and/or adviser

- **Your Advisor**
  - Course selection, research options, annual reports

As a graduate student, you’re responsible for understanding the requirements of your degree program. It is important that you find your current graduate student handbook and read it carefully. It will outline the specific courses you need to take and any departmental requirements for graduate students (such as attending research seminars or participating in workshops hosted by the Graduate School). Print and/or save a copy of the current handbook! These rules do evolve over time, and as a current graduate student you’re bound by the requirements at the time that you began your current degree program – if new rules come into effect before you graduate, you’ll have the option to follow the current version or switch to the new regulations.

You will also be assigned to a faculty advisor, who is available to help you select courses and explore research options (if you are pursuing a thesis-based degree program). Faculty advisors may not always know the details of the current graduate handbook, so be certain that the advice you receive matches the degree requirements outlined in your handbook. **You are responsible for understanding your degree requirements and making adequate progress to meet them.** Your advisor will also be the faculty who reviews your annual report, which we will go over later in this presentation.
In your department, the graduate secretary is the primary source of logistical support for graduate students. The graduate secretaries help to process graduate applications, help arrange visits by prospective students, and process the electronic paperwork for current graduate students to be appointed as teaching (TA) or research (RA) assistants. The graduate secretaries also help to maintain the academic files for current students, including tracking items like students’ annual reports, graduate program plans, and degree completion.

The graduate program director in each department is a faculty member who helps to coordinate the overall application and admission process for new graduate students. Typically, the graduate program director oversees the review of applicants and the admission of new students; provides an orientation and general advising for new graduate students; and coordinates the process of matching graduate students with funding resources and with faculty advisers. The graduate program directors coordinate across the College to share best practices and are the primary liaison between the department and the College for graduate program matters, like initiating waiver requests for special circumstances.
Within the College, the Associate Dean for Research and Graduate Studies (ADRGS) is a liaison between the College of Engineering and the MSU Graduate School, and oversees all graduate matters within the College, including within the Cabinet and Chairs’ meetings. The ADRGS is part of the formal problem-solving process for graduate matters within the College.

The Assistant Dean for Graduate Student Services supports the day-to-day operations of graduate programs within the College, and serves as a liaison with the MSU Graduate School. The Assistant Dean is the primary connection between the department graduate program directors and the College; reviews waiver requests from departments; allocates funding from the Graduate School and manages College funding programs (like the Engineering Distinguished Scholars for recruiting new students); and supports the College-level review and approvals for graduate curriculum changes, in conjunction with the Engineering Graduate Studies Committee. The Assistant Dean provides support for graduate student recruitment activities (within the College and departments) and oversees graduate student professional development efforts within the College, including the annual Engineering Graduate Research Symposium. The Assistant Dean manages the EnSURE (Engineering Summer Undergraduate Research Experience) program, as well as various other initiatives related to graduate studies.
The College’s Graduate Secretary provides College-level review and approval for all graduate student appointments and fellowships. The College Graduate Secretary also maintains close communications with the departmental graduate secretaries.

The part-time Assistant Director for Graduate Recruiting & Programming coordinates the professional development calendar for graduate students, organizes the monthly Graduate Women’s Group meetings, assists with College-level recruiting activities, and supervises the College Fellow Program, which provides opportunities for graduate students to build leadership skills.
Katy Luchini Colbry, Ph.D.

› A little about me…
  ◦ BS (computer science) and BA (political theory)
    from Michigan State University
  ◦ MSE and PhD (computer science)
    from University of Michigan

› Research
  ◦ Dissertation focused on Educational Technology
    and handheld devices
  ◦ Current research focuses on Engineering Education,
    graduate student success, and undergraduate
    research experiences
Email is the best way to reach me
(colbryka@msu.edu)

Office: 2420 EB
(2nd floor, above Sparty’s)
  - Drop by for snacks, coffee, tea or hot chocolate!

Schedule appointments
(bookkaty.colbry.com)
Three–Word Introductions

- Find someone you don’t know
- Take 5 minutes to get to know something about each other
- Introduce your partner to the group in 3 words

1. First Name
2. a verb
3. a noun or adverb

Example:
- Tom programs games
- Mohammed runs 5Ks
- Dena cooks gourmet
Rules & Regulations

Department
College
University
All graduate students must complete the following training **EACH YEAR**:

- Responsible Conduct of Research (RCR)  
  (https://www.egr.msu.edu/graduate/rcr)

- Annual Report  
  (https://www.egr.msu.edu/graduate/graduate-student-annual-reporting-requirements)

All graduate students in the College of Engineering must complete two requirements EACH YEAR: (1) responsible conduct of research training, and (2) an annual report.
(Responsible Conduct of Research)
All graduate students must complete the following training EACH YEAR:

- Responsible Conduct of Research (RCR)  
  (https://www.egr.msu.edu/graduate/rcr)

- Annual Report  
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All graduate students in the College of Engineering must complete two requirements EACH YEAR: (1) responsible conduct of research training, and (2) an annual report.
Responsible Conduct of Research

What is responsible conduct?
- Striving for honesty, accuracy, objectivity, fairness

Why is RCR important?
- Establishes your credibility as a researcher
- Establishes a clear “path” of data
- Enables further research
- Contributes to the field of research
- Meets the expectations of public trust
- Upholds the traditions, values, and ethics of the community of scholars

Responsible Conduct of Research (RCR) means working in an ethical manner, and striving for honesty, accuracy, objectivity and fairness in all your work. RCR is important to your career, to MSU, and to the world as a whole. Even if you are not pursuing research as a primary focus of your graduate program, the very nature of graduate studies means that you will be working with research data throughout your studies.
What Training is Required?

- MSU issued updated guidelines 8/29/16
  - Mixture of online and in-person training
  - Required of EVERY graduate student
  - Must be completed before graduation

- The College of Engineering has a new, approved plan as of 1/1/2017
  - There is an “old” plan too, for students who started in Fall 2016 or BEFORE
# New RCR Requirements

(for College of Engineering graduate students starting on or after January 1, 2017)

<table>
<thead>
<tr>
<th>Master’s Degree</th>
<th>Doctoral Degree</th>
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<tbody>
<tr>
<td>“Plan B” (Non-Thesis)</td>
<td>Doctoral Degree</td>
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<tr>
<td>› “First Year Requirements”</td>
<td>› “First Year Requirements”</td>
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<tr>
<td>› “Discussion-Based Training”</td>
<td>› “Second Year Requirements”</td>
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<tr>
<td>“Plan A” (Thesis)</td>
<td>› “Discussion-Based Training”</td>
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<td>› “First Year Requirements”</td>
<td>› “Annual Refresher Training”</td>
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<td>› “Second Year Requirements”</td>
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<tr>
<td>› “Discussion-Based Training”</td>
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</table>
The “First Year Requirements” for RCR training are completed online at citiprogram.org. Complete instructions are available here: https://www.egr.msu.edu/graduate/rcr
“Second Year” Requirements

- Complete 3 online modules from the following list:
  - Collaborative Research (citiprogram.org)
  - Conflicts of Interest (citiprogram.org)
  - Data Management (citiprogram.org)
  - Financial Responsibility (citiprogram.org)
  - Mentoring (citiprogram.org)
  - Peer Review (citiprogram.org)
  - IACUC Tutorial for Animal Care Training (http://train.ORA.msu.edu)
  - Human Research Protection/IRB Certification (http://train.ORA.msu.edu)
  - Rigor and Reproducibility Course (in production)

- Due by your **second** December 31 at MSU
“Discussion-Based” Training

- Complete a **minimum of 6 hours** of discussion-based training
  - May be completed at any point, including during the first two years
  - **Complete this requirement early** to avoid delays in graduation

- A variety of discussion-based training options available at MSU
  - RCR workshops offered by the Graduate School
  - Some seminars offered by the College of Engineering
  - Some coursework offered within departments
  - Individual or group conversations about RCR with research advisor(s)

- Check your graduate handbook for department-specific expectations for the "Discussion-Based Training" requirements
  - If a department does not list specific "Discussion-Based Training" requirements in its graduate handbook(s), then students in that department may select any discussion-based RCR training that is **approved by their research adviser**
Starting on January 1 of their third year of graduate studies, all PhD students must complete 3 hours of RCR training each year.

- Annual refresher training may be online or discussion-based.
  - If you choose discussion based training, you may "double count" the same training for both annual refresher requirements and part of the 6 hours of discussion-based training required prior to graduation.
  - If you choose online training, you must complete modules beyond the 7 that are specified in years 1 and 2.

This annual refresher training must be completed between January 1 and December 31 each year, starting in the third year of the PhD student’s program.
Complete some or all of the "Discussion-Based Training" Requirements

Is this your first year of graduate studies?
Yes → Complete "First Year Requirements" online by December 31
No

Is this your second year of graduate studies?
Yes → Complete "Second Year Requirements" online by December 31
No

Are you a PhD student?
Yes → Complete the "Annual Refresher Training"
No

Are you a MS "Plan B" (non-thesis) student?
Yes → Complete some or all of the "Discussion-Based Training" Requirements
No

Have you completed a minimum of 6 hours of "Discussion-Based Training"?
Yes → Have you logged all of your RCR training hours online at www.egr.msu.edu/rcr?
No

Congratulations! You're done with RCR training until next year. Remember that you must complete training each calendar year (January 1 through December 31). Failure to complete and log your training will result in a hold being placed on your account.
Grad Student Annual Reports

- **All grad students** must submit an annual report
  - Documents PRIOR year’s activities
  - Outlines academic and career goals (and progress)
  - Identifies challenges and areas for development

- Faculty adviser will provide feedback
  - Written feedback within the report

- Students review the feedback, follow up if needed, then “verify” that they accept the report
What are the Deadlines?

- **January 31**
  - Students enter their information in the online report
  - Students must click to notify their adviser when done!

- **February**
  - Advisers provide written feedback in online report

- **March 1**
  - Students review feedback and follow up as needed
  - Students must verify report completion online

- **Failure to meet March 1 deadline results in account hold**
Why is this Valuable?

- Opportunity to communicate with your adviser
  - Written agreement about goals, progress, next steps
- Review and update your CV
- Review/update your academic, personal goals
- Fulfills University requirements (GSRR)
- Mirrors annual reporting requirements for faculty (and many industries!)
Resources and Links

Where to find the details
Who to ask for help
Engineering Graduate Studies

- www.egr.msu.edu/graduate
Career Preparation

Career Preparation

Below are resources to help you in your future career:

- Graduate Resume and Cover Letter Services
- MSU Graduate School
- MSU Career Services

Contact Information

Michigan State University

Developed by DECS | Contact Information | Privacy Statement | Site Accessibility

Call MSU (517) 355-6614 | Visit msu.edu | MSU is an Affirmative Action, Equal Opportunity Employer

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Certification in College Teaching

- Certification available to graduate students
  - Any graduate student may enroll in coursework
  - Many workshops open to all grad students
  - Do not have to complete entire program

- Provides additional experience in teaching
  - Professional development workshops
  - Graduate course in teaching Engineering
  - Mentored teaching experience
Funding Resources

› Teaching Assistantship
  ◦ Handled through department offering position
  ◦ Nearly all have been assigned for Fall 2019
  ◦ Explore alternatives in other departments/colleges

› Research Assistantships
  ◦ Handled through faculty offering position
  ◦ Talk to your graduate program director before approaching faculty—every department is different

› Pursue External Fellowships & Awards
External Fellowships

- Extensive listing of graduate funding sources
  - MSU Libraries List
  - College of Engineering List

- Check the requirements
  - Discipline and degree
  - Citizenship, gender, ethnicity
  - Progress in your graduate program
  - Internships, scholarships, fellowships
Awards

College of Engineering | Graduate Programs

Awards

Graduate Student Award Winners

- Mich. Area Award for Outstanding PhD Research
- Outstanding Graduate Students
- Engineering Graduate Research Symposium Poster Awards

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Reports and Forms

- RCR (Responsible Conduct of Research) (due annually by December 31)
- MS Program Plans (via GRIS)
- PhD Program Plans (via GridPlan)
- Graduate Student Annual Report (due annually by January 31)
- PhD Candidate Information Form (to be completed at least 2 weeks prior to defense)
Resources
EGR Grad Student Seminars

› “Lunch & Learn”
  ◦ MSU resources and requirements
  ◦ Graduate Student Health & Wellness
  ◦ Career information

› Sloan Community
  ◦ Students from diverse backgrounds

› Graduate Women
Parking Passes

- **Graduate Assistants (TA or RA)**
  - Eligible to purchase a pass (about $133/semester)
  - Permits can be purchased online or in person

- **Graduate Fellowships**
  - May be eligible to purchase a permit for semester(s) of your fellowship if you receive $1,000+ from MSU

- **Other Options**
  - Commuter Permit
  - Special Parking application (police.msu.edu)
  - Visitor (pay) parking
Frequently Asked Questions

- Accessing MSU and EGR email
- Accessing STUINFO and enrollment
- Student ID cards
- Bus Passes
- Bike permits
Other Important Stuff to Know

- BE CAREFUL walking, biking and driving on campus – particularly in the first 2 weeks!
What to Expect this Year

Making a Successful Transition to Graduate Studies at MSU
Remember starting college?

- Some people in high school are smart, but most people in college are smart.
- You have to work harder to get good grades.
- You’re far from home, and far from friends.
- You have to find a new pattern to balance academics, work and fun.
- You have to figure out how to be successful in a new environment, and do it quickly.
Now you’re a “Fresh-Grad”

- Graduate students are very smart
  - But, so are you. We picked you to be here!

- Graduate classes are hard, and move fast
  - But faculty and peers are helpful – just ask!

- You need to develop a supportive community
  - There are lots of activities and resources; reach out.
Take Care of Yourself

- **Olin Health Center**
  - 3 visits / academic year completely FREE
  - Other services covered by health insurance
  - **All services are confidential**

- **MSU Counseling Center**
  - General health and wellness activities
  - Support groups specifically for grad students
  - Individual and small group counseling, as needed
  - **All services are confidential**
Have some fun!

- Hundreds of student groups on campus
  - Sports, religion, hobbies, nature, etc.
- MSU Intramural facilities
  - Personal fitness (classes, equipment, pools, etc.)
- Participate in department and college events

- Wisdom from a successful student:
  - Plan small and large “rewards” to keep yourself motivated – a favorite TV show, music, activity, etc.
Safety Resources and Advocates

- College of Engineering
  Jeff Curtiss, Facilities Coordinator
  517-353-8689  curti108@egr.msu.edu

- Environmental Health & Safety
  24 hours a day, 7 days a week
  517-355-0153 or 517-355-2222 after hours
  Website: ehs.msu.edu
  Email: ehs@msu.edu
Call us or Email – we can help

- Answer questions about training, working conditions
- Assist with safety issues
- Fix building issues
- Advocate for safe working conditions

YOU HAVE A RIGHT TO SAFE WORKPLACES and EXCEPTIONAL EDUCATIONAL EXPERIENCES
Every graduate student must take online training

- ehs.msu.edu/training
- Training is based on the type of work you do
- Your Graduate Advisor will assign you appropriate training
- If you have not taken at least several online courses and are told to start work in a shop or lab – STOP! Call EHS at 517-355-0153
Emergency Postings

11” X 17” poster by each door
Floor plan Maps

Look for these BEFORE needing to exit
How Do I know there IS an Emergency?

MSU Police Emergency Notification - alert.msu.edu

Building Fire Alarm - GET OUTSIDE!!
Outside Sirens - GET INSIDE!!
Overhead PA System - Listen for Instructions
Phone Calls
Word of Mouth
Fire Safety starts with you!

Credit: New Jersey Herald
Preventing fires in labs and shops

- Ignition sources
- Papers and combustibles
- Electrical overheating
- Flammable liquids
- Traveling vapors
- Reactive chemistry
- Solvent rags
Remember it’s OK!

IN AN EMERGENCY
FIRE, INJURY, INTRUDER, FLOOD etc.

CALL 911
ON ANY PHONE

The location of this facility is:
ENGINEERING RESEARCH COMPLEX
1449 ENGINEERING RESEARCH COURT
BUILDING 8
ROOM NUMBER A6

FOR OTHER URGENT SITUATIONS CALL:
EMS ____________________________ (317) 355-0153
Lab Safety_______________________ (317) 355-0106
Jeff Curtis_______________________ (317) 355-6889
Facilities Coordinator
Leaving the Building

If you are announcing the fire, pull the Fire Alarm Switch at the exit door.

Going to your Rally Site!
Rally Sites

- Wilson Road
- S. Shaw
- Red Cedar
Helping the Disabled

Don’t try to be a Hero. Get them to a stairwell and go outside and find a First Responder.
Elevators in a Fire Emergency

Just
No,
Nyet,
Nein
Keep aisles clear, so you can get out
Your Faculty Advisor, and employers at internships MUST by law provide you with appropriate safety gear. You do not have to buy it. But you do have to wear it!

Please do not wear gloves outside of labs.

If you don’t have what you need, call EHS at 517-355-0153 any time.
Accidents happen, it's part of the learning experience

Call 911: harm to people, animals, buildings or environment

Don't email!!

Get in touch with someone that day!
Be a good environmental steward

- No chemicals down the sink
- No needles in the garbage
Other safety information

- Bad weather - severe storms, tornados
- Cold weather - ice and snow
- Shelter in place - HAZMAT or active violence

alert.msu.edu
Why would we stay inside?

Two Reasons:

SEEKING SHELTER FROM WEATHER

SECURE IN PLACE

What’s the difference?
STORMS AND EXTERNAL CONDITIONS

Seeking Shelter
Secure in Place
Winter Weather

- Invest in winter gear – boots, hats, parkas
- University closures – Campus Alerts via text, email
- Do not report to campus during University closure
- Limited services, emergency vehicles already burdened
House of Cards and Unintended Consequences

The Bottom Line
Standard Operating Procedures

Collaboration with experienced faculty/staff

Working out of comfort zone

Just a plan, like a fire drill or an evacuation route.

Thoughtful, deliberate and documented
Value in SOP writing

- Protect vulnerable populations
- Prevent injuries
- Protect the environment & water supply
- Prevent damage to buildings & infrastructure
- Avoid emergency response expense and stress
- Use your time and money wisely
A protocol for studying the kinetics of RNA within cultured cells: application to ribosomal RNA

Marc Thiry1, François Lanère1, Nicolas Thévenot1, Aurélie Chatron-Geller2, Nathalie Lahue3, Hélène Robinzon2, Dominique Piot1

1Laboratoire de biologie cellulaire et moléculaire, Université de Liège, Institut de Chimie, Bât. 12, 1300 Liège 4, Belgium
2Laboratoire de Biologie moléculaire, génétique et cellulaire, UFR de Médecine, 1 rue du Général de Gaulle, 13300 Marseille, France
3Laboratoire de Biologie cellulaire, génétique et études de l’information moléculaire, UFR de Médecine, 1 rue du Général de Gaulle, 13300 Marseille, France

This protocol describes a novel method for high-resolution visualization of the kinetics of RNA within the cell. This involves the incorporation of biotinylated UTP into RNA, followed by immunocytochemical detection of RNA. The use of the same antibody used for immunofluorescence or with gold particles reveals the three-dimensional organization of RNA-containing ribosomes or their precise localization by confocal and cryomicroscopy, respectively. Comparison of three-dimensional reconstructions obtained from the series of optical sections and ultrathin sections was extremely fruitful to describe topological and spatial dynamics of RNA from their synthesis site inside the nucleus to the cytoplasm.

CONCLUSION

Combining immunocytochemistry of ribosomes involved in different nuclear activities and with highly resolved three-dimensional visualizations of the labels, this method could also provide a significant contribution to our understanding of the functional, telometric organization of the cell nucleus. The entire protocol can be completed in ~10 d.

INTRODUCTION

For a long time, the only way to visualize the dynamics of RNA molecules within the nucleus was obtained from autoradiographic studies after cell uptake of labeled nucleotide. However, this method efficiently and rapidly measures the uptake of the background base analog BrUTP into cultured cells. Although other labeling techniques have been successfully used as a tool for the uptake and
MATERIALS

REAGENTS
- HeLa cells (RGC Promochem, ATCC, cat. no. CCL-2)
- Dulbecco’s modified eagle medium (Gibco-lifetech, cat. no. 41966)
- Fetal bovine serum (Gibco-lifetech, cat. no. 2012-06)
- α-Amanitin (Sigma-Aldrich, cat. no. 06422)
- Actinomycin D (Sigma-Aldrich, cat. no. A5862-8)
- Penicillin-streptomycin (Gibco-lifetech, cat. no. 15140)
- FuGene 6 transfection reagent (Roche Diagnostics, cat. no. 1814 445)
- BrUTP (Sigma-Aldrich, cat. no. B-7166)
- NaCl (Sigma-Aldrich, cat. no. S-7633)
- Na2HPO4 (Merck, cat. no. 659)
- K2HPO4 (Merck, cat. no. 4873)
- Na2SO4 (UCB, cat. no. 1.769)
- Formaldehyde (20% w/v, 5 ml ampoule, Ladd Research, cat. no. 20.295)

1 CAUTION Toxic.
- Glutaraldehyde (70%, w/v, 2 ml ampoule, Ladd Research, cat. no. 20.100)

1 CAUTION Toxic (irritant, allergen, carcinogen).
- 95% (w/v) ethanol (Merck, cat. no. 1.09071.2500)
- Absolute ethanol (Merck, cat. no. 1.09986.1000)
- Dodecyl succinic anhydride (Ladd Research, cat. no. 21340)
- Methyl nicotinic anhydride (MNA, Ladd research, cat. no. 21350)
- 2,4,6-Dimethylthiazolinemethyl phenol (DMMP, Ladd Research, cat. no. 21370)
- IX 112 (Ladd Research, cat. no. 21380)
- Bovine serum albumin (BSA, fraction V, Boehringer Mannheim, cat. no. 735108)
- Normal goat serum (Sigma-Aldrich, cat. no. G 9023)
- Normal sheep serum (Sigma-Aldrich, cat. no. S 3772)
- Methanol (Merck, cat. no. 1.06988.2900)
- Triton X-100 (Sigma-Aldrich, cat. no. 23429)
- Mouse monoclonal anti-bromodeoxyuridine antibody (100 μg ml⁻¹)
Stop the ride –
I want to get off!

What will I do if this doesn’t go as expected?

How will I know if something is going wrong?

What am I counting on to protect me?

What am I counting on to protect others?
FREE TO TALK TO SOMEONE, NO MATTER THE ISSUE

**College of Engineering**
- Here for your questions or concerns
- Assist you in finding the answer you need
- Advocate on your behalf
- 517-432-1064 Katy
- 517-353-8689 Jeff

**Environmental Health & Safety**
- Get you the right protective equipment
- Advocate on your behalf
- Don’t have to give your name!
- 517-355-0153 for safety
- 517-355-2222 after hours
Division of Engineering Computing Services

Michigan State University
College of Engineering
DECS Services

- DECS is the technology resource and IT support unit for the College of Engineering.
- All engineering faculty, staff and students are provided an engineering account that includes:
  - engineering email (separate from mail.msu.edu)
  - network file storage and backups
  - access to engineering site-licensed software and computational resources

Student accounts are managed by enrollment data. Students must be enrolled in engineering classes or enrolled as an engineering major. Updated each semester.
DECS Support Office

- For all questions and requests visit www.egr.msu.edu/decs or 1325EB, email support@egr.msu.edu or call (517) 353-8891.
- The Support Office is open:
  - **Fall & Spring:**
    - Monday – Thursday: 8am to 9pm
    - Friday: 8am to 5pm
    - Saturday: closed
    - Sunday: 4pm to 8pm
  - **Summer & Breaks:**
    - Monday – Friday: 8am to 5pm

*The Support Office will be closed during university holidays.*
DECS has implemented a new feature to provide the individual with more control over their account. From the main DECS web page, click on either of the My Accounts links.
DECS Services

DECS staff provide support for:

• UNIX
• Windows and Mac OS
• Network
• Hardware
• Software
• Purchases
• Repairs
• Mobile Devices
• Web and Application Development

Contact DECS staff by emailing support@egr.msu.edu or calling (517) 353-8891
DECS Services
Faculty & students have several separate areas of storage space available:

- Home directories (M: drive)
- Research space on a separate file system (R: drive)
- Web space
- Course space, which is cleaned of per-semester student data at the end of each semester
- OwnCloud for collaboration with users outside the College of Engineering (this is an alternative to Dropbox, OneDrive, Google Drive, etc.)
- Remote Access to these resources is available: https://www.egr.msu.edu/decs/remote-access
Backups & Storage

• DECS provides high speed, scalable and reliable network storage.
  – Provides file snapshots as far back as three weeks for home and research providing immediate retrieval of deleted data.

• Tape back-ups are performed regularly.
• DECS can raise your storage limits or direct you to appropriate file storage locations based on your needs.
Networks in Engineering Buildings

A Web-based registration system is used to provide quick and automatic access to wired or wireless networks.

dhcp.egr.msu.edu
Remote Access

- Remote Desktop Services – access the DECS Public Computer Lab Windows environment.
- SSH and SFTP access is available via scully.egr.msu.edu
- Linux compute servers – longer compute jobs requiring more resources/run time
- Remote Desktop Gateway
- Visit [https://www.egr.msu.edu/decs/remote-access](https://www.egr.msu.edu/decs/remote-access) for more information
Mail Services

• Mail aliases for groups, as well as mailing lists for sending email to groups are available.

• Engineering email has no limits or quotas. Don’t believe email telling you otherwise.

• If you receive an e-mail requesting you provide your password, this is a phishing attempt. Do NOT respond! DECS and MSU will never ask for your password.
DECS User Resources
Equipment can be checked out* for classes, conferences and international travel. Be aware of best practices for travel with technology.

► Visit 1325 to check out:
  – Laptops
  – Tablet PCs
  – Macs
  – Projectors
  – Digital still and video cameras

► Also use our:
  – Plotters
  – Laminator
  – Color & black/white printers
  – Scanners
  – 3D Printers

*Reservation made via DECS web form

Short term checkout for class periods or conference use, project demonstration. Reservation made thru a DECS web form
Software

- DECS will install and manage any software application that is needed for research or instruction whether it be on the UNIX compute cluster or PC labs.
  - Allow four weeks for installation and testing before production.
- Through Microsoft Azure Dev Tools for Teaching (AKA Imagine, Dreamspark and MSDNAA) software is available to all faculty and students (Windows, Visual Studio, etc.).
  - The licensing and information is available at: https://www.eegr.msu.edu/decs/help-support/how-to/microsoft-azure-dev-tools-for-teaching
  - Microsoft Office is available campus-wide
- Matlab is available campus-wide.

6 PC labs 20 to 60 seats, reserved for classes via web form
Managing Your Own Systems

- Please be certain your systems are updated and patched regularly.

- Install and run anti-virus (DECS can provide)

- Bit torrent or Hola VPN are insecure. Avoid and uninstall.

- When a system is not updated for more than 2 months, is infected, or poses a risk to other systems on the network, it will be blocked from the network.

- Thank you for helping keep Engineering secure!
Visit DECS for all of your technology support needs!

Contact DECS at:
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support@egr.msu.edu