Welcome to Your Graduate Community!
MSU College of Engineering, Fall 2015

Meet the Graduate Programs Team
Katy Luchini Colbry, Ph.D.

- Director for Graduate Initiatives, College of Engineering
  - Recruit new graduate students to MSU Engineering
  - Coordinate summer undergraduate research

- Support current graduate students
  - Non-academic advising
  - EGR Graduate Student Organization
  - Activities, seminars, facebook, etc.
  - Office: 2420 Engineering (2nd floor, above Sparty’s)
    - Drop by for snacks, coffee, tea or hot chocolate!

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 and undergraduate research experiences
“Den Mother” or “Big Sister”

- Email is the best way to reach me (colbryka@msu.edu)
- Schedule appointments online (https://colbryka.youcanbook.me)
Within 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

Within your College

- College of Engineering
  (http://reg.msu.edu/AcademicPrograms/Text.aspx?Section=120#s1044)
  - Responsible Conduct of Research (RCR)
    (http://www.egr.msu.edu/academics/graduate/rcr)
  - Annual Reports
    (https://www.egr.msu.edu/academics/graduate/graduate-student-annual-reporting-requirements)
Responsible Conduct of Research (RCR)

What is RCR?
- Honesty
- Accuracy
- Objectivity
- Fairness

Giving credit where credit is due
- Slides prepared by MSU Graduate School and adapted by Drs. Leo Kempel, Karim Chatti, John Verboncoeur, and Katy Colbry
Why RCR? And… Why Now?

- It is the right thing to do.
  - Conducting research with integrity is essential to your career, to MSU, to the world as a whole
  - 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
  - Traditions, values, ethics of the community of scholars

- It is a requirement.
  - NSF requires RCR training on all funded proposals
  - Provost Youatt and VP Hsu require RCR for all MSU research
  - College of Engineering requires RCR for all graduate students

Your RCR Requirements

- All Engineering graduate students must complete RCR training EACH CALENDAR YEAR
  - Training must be completed between January 1 and December 31 to count for that calendar year
  - Students are responsible for scheduling, completing and logging their own training hours
  - To “count” toward the requirement, RCR training must be logged online (www.egr.msu.edu/rcr)
How Many Hours are Required?

- **First Year Students**
  - Minimum of 5 hours of RCR training **during first year**
    - If you have a research adviser or major professor, then at least 1 of these 5 hours of training must be conducted **in person** with your adviser
  - Complete and log by December 31 of your first full calendar year
    - First enrolled in Summer or Fall 2015: complete by December 31, 2016
    - First enrolled in Spring 2016: complete by December 31, 2016

- **After the First Year**
  - Minimum of 3 hours of RCR training **each year**
    - If you have a research adviser or major professor, then at least 1 of these 3 hours of training must be conducted **in person** with your adviser
  - Complete and log between January 1 and December 31 **each year**

How to Complete RCR Training?

- In-person conversations with research advisor or major professor
  - Can be individual or group meetings
  - Should discuss RCR in context of your research/discipline

- Workshops offered by the MSU Graduate School
  ([http://grad.msu.edu/workshops/](http://grad.msu.edu/workshops/))

- Free, online training courses through CITI
  ([https://www.citiprogram.org/](https://www.citiprogram.org/))

- Other courses, seminars or programs covering RCR: okay with approval from your adviser!
Are you a current engineering graduate student?

No

Yes

Do you have a research adviser or major professor?

No

Yes

Have you completed at least 1 hour of RCR training in person with your research adviser?

Is this your first year of graduate studies?

No

Yes

Have you completed a minimum of 5 hours of RCR training this year?

Have you completed a minimum of 3 hours of RCR training this year?

No

Yes

Have you logged all of your RCR training hours online at www.egr.msu.edu/rcr?

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 each year will result in a hold being placed on your account.

Graduate Student Annual Reports ➨
Grad Student Annual Reports

- All PhD 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
  - Required in-person meeting to review and sign

- Some departments also ask for committee signatures

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
  - Students and advisers meet to review and sign

- March 1
  - Students must verify report completion online
  - Students must submit signed report to graduate secretaries

  **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 and personal goals
- Fulfills University requirements (GSRR)
- Mirrors annual reporting requirements for faculty (and many industries!)

What about the MS Students?

- Annual report requirement varies by department
  - Check your graduate handbook
  - Check with your graduate program director

- GRS is available to MS students
  - Some MS students opt to submit annual report, particularly if they are completing thesis research
Resources and Links
Where to find the details
Who to ask for help

Engineering Graduate Studies

www.egr.msu.edu | Academics | Graduate Programs

Graduate Programs

Michigan State University offers MS and PhD degrees in nine disciplines. All MSU Engineering graduate students collaborate with faculty and researchers across campus and around the world to explore current challenges, like sustainability, security, materials, health and energy.

- Prospective Graduate Students
- Current Graduate Students
- Request more information about Engineering Graduate Studies at MSU
- Upcoming and Recent PhD Defenses

Engineering Graduate Research Symposium

The fourth annual Engineering Graduate Research Symposium will be held on Thursday, April 9, 2015 at the Trullakis Student Events Center. Additional information about the Symposium, including the agenda and research abstracts, is available by clicking here.
Information for Current Students

Current Graduate Students

MSE and the College of Engineering offer a variety of resources for graduate students. Typically, your faculty advisor or the Graduate Director for your program can help you resolve academic concerns. The Graduate Secretary in your department is often a good resource for questions about enrollment, assistantships and payroll. Other resources are listed below, and you should feel free to contact Dr. Katy Colby (colbyk@michigan.edu), Director of Graduate Initiatives, with questions or concerns.

Course Reports and Forms

- IG3 (Responsible Conduct of Research) (due annually by December 15)
- MSE Program Plans (via OIT)
- MSE Program Plans (via OIT)
- MSE Student Annual Report (due annually by January 15)
- MSE Candidate Information Form (to be completed at least 2 weeks prior to defense)

Events, Programs and Student Groups

- Graduate Student Research Symposium
- Certification in College Teaching
- Certification in Community Engagement
- Milestones [Engineering Graduate Student Group]

Information for Current Students

Current Graduate Students

MSE and the College of Engineering offer a variety of resources for graduate students. Typically, your faculty advisor or the Graduate Director for your program can help you resolve academic concerns. The Graduate Secretary in your department is often a good resource for questions about enrollment, assistantships and payroll. Other resources are listed below, and you should feel free to contact Dr. Katy Colby (colbyk@michigan.edu), Director of Graduate Initiatives, with questions or concerns.

Course Reports and Forms

- IG3 (Responsible Conduct of Research) (due annually by December 15)
- MSE Program Plans (via OIT)
- MSE Program Plans (via OIT)
- MSE Student Annual Report (due annually by January 15)
- MSE Candidate Information Form (to be completed at least 2 weeks prior to defense)

Events, Programs and Student Groups

- Graduate Student Research Symposium
- Certification in College Teaching
- Certification in Community Engagement
- Milestones [Engineering Graduate Student Group]
Information for Current Students

EGR Grad Student Seminars

- “Lunch & Learn”
  - MSU resources and requirements
  - Graduate Student Health & Wellness
  - Career information
    - “Field trip” to Parker Hannifin on September 21

- Sloan Community
  - Students from diverse backgrounds

- Graduate Women
Other Events this Fall

- NSF Graduate Fellowship
  - 3 years of full funding ($30k/year) for grad studies
  - Open to US Citizens and Permanent Residents
  - Due October, 2015
  - Info Session: September 9, 2015
  - Application Review Sessions
    - September 23
    - October 15

Certification in College Teaching

- Certification available to PhD 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
Information for Current Students

Careers in biomedical science & engineering
Funded by NIH (National Institutes of Health)
- https://youtu.be/rSYYmWmTu24

Applications for Fall 2015 cohort accepted through September 10, 2015
- http://best.msu.edu/trainees

“Government Jobs for Ph.D.s in Biomedical Science”
Wednesday, September 2, 10–11am
110 Chittenden Hall (home of the Graduate School)
Information for Current Students

- **Teaching Assistantship**
  - Handled through department offering position
  - Nearly all have been assigned for Fall 2015
  - 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**
Information for Current Students

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
Department Contacts

- Faculty Adviser
  - Your primary resource for academic questions
  - Helps develop program plan, research project
  - New students are typically assigned to an adviser

- Department Graduate Secretary
  - Your primary resource for logistical questions
  - Helps manage payroll, assistantships, etc.

- Graduate Program Director
  - Oversees graduate program within department
  - A secondary resource for academics and logistics
Other Contacts

- **Department Chairperson**
  - Available if your adviser and graduate program director cannot help you resolve the concern

- **College Associate Dean**
  - Available if you cannot resolve the concern after consulting your adviser, graduate program director, and department chairperson

- **Katy Colbry** ([colbryka@msu.edu](mailto:colbryka@msu.edu), 2420 EB)
  - If you’re not sure who to ask or what options are available, or to “practice” a conversation in advance

Information for Current Students

[Image of information page]
Parking Passes

- Graduate Assistants (TA or RA)
  - Eligible to purchase a pass (about $120/semester)
  - Permits can be purchased online or in person

- Graduate Fellowships
  - Eligible to purchase a permit for semester(s) of your fellowship if you receive $1,000+ from MSU
  - National/international fellowships may also be eligible; contact Melissa Del Rio in Grad School

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

Information for Current Students

- Career Preparation
  - Graduate Resume Book Submission Form (If you wish to share your resume with employers)
  - MSU PhD Career Services
  - Resume, CV and Cover Letter Advice
  - Center for Academic and Future Faculty Excellence (CAFFE)

- Funding Resources
  - Graduate Funding Opportunities (Check file last updated: 2021-07-06)
  - MSU Financial Aid Office
  - MSU Office of International Students and Scholars
  - MSU Graduate School

- Resources and Links
  - Department Contact Information
  - Engineering Graduate Student Academic Grievance Hearing Procedures
  - Parking Permits
  - MSU Graduate School
  - Library Resources for Engineering Graduate Students
  - Campus and Community Resources
  - Other Helpful Links

- Frequently Asked Questions
  - Certification in College Teaching
  - Certification in Community Engagement
  - WelcomeCard (Engineering Graduate Student Group)
Frequently Asked Questions

- Accessing MSU and EGR email
- Accessing STUINFO and enrollment
- Student ID cards
- Bus Passes
- Bike permits

Other Important Stuff to Know

- Wednesday, September 2, is actually a Monday!
- BE CAREFUL walking, biking and driving on campus – particularly in the first 2 weeks!
Remember being a freshman?

- 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.

phdcomics.com
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.
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