Welcome to Your Graduate Community!
MSU College of Engineering, Fall 2016

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!

- 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)

Rules & Regulations

Department
College
University
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)
  - 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

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 will have a specific, approved plan in place by 10/15/16
  - Watch email or attend seminars for more info!
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
  - 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!)
Resources and Links

Where to find the details
Who to ask for help

Engineering Graduate Studies

› www.egr.msu.edu | Academics | Graduate Programs
Information for Current Students

### Current Graduate Students

**Current Graduate Students**

MIT 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 us. Kathy Cobey (cobeyke@msu.edu), Director of Graduate Initiatives, with questions or concerns.

**Student Reports and Forms**

- **ICR ( Responsible Conduct of Research)** (due annually by December 15)
- **M.S. Program Plans (via ODT)**
- **Ph.D. Program Plans (via ODT)**
- **Ph.D. Student Annual Report (due annually by January 1)**
- **Ph.D 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**
- **WIRC Grad (Engineering Graduate Student Group)**

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Information for Current Students

- Lunch & Learn
  - MSU resources and requirements
  - Graduate Student Health & Wellness
  - Career information

- Sloan Community
  - Students from diverse backgrounds

- Graduate Women

EGR Grad Student Seminars

- “Lunch & Learn”
  - MSU resources and requirements
  - Graduate Student Health & Wellness
  - Career information
Other Events this Fall

- **GEU Lunch**
  - Wednesday, September 7, 12:30–1:30pm, 3540 EB

- **NSF Graduate Fellowship**
  - 3 years of full funding ($30k/year) for grad studies
  - Open to US Citizens and Permanent Residents
  - Due October, 2016
  - Watch your email!
    - Info Session (dinnertime panel)
    - Application Review Sessions (bring your drafts!)

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

MSU BEST

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

- Applications for Fall 2016 cohort accepted through September, 2016
  - http://best.msu.edu/apply-now/
Funding Resources

- Teaching Assistantship
  - Handled through department offering position
  - Nearly all have been assigned for Fall 2016
  - 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

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
Information for Current Students

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, 2420 EB)
  ◦ If you’re not sure who to ask or what options are available, or to “practice” a conversation in advance
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
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, August 31, is actually a Monday!

- 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