Welcome to Your Graduate Community!
MSU College of Engineering, Fall 2017

Meet the Graduate Programs Team

ADGS  BAE  BME  CHEMS  CEE  CMSE  CSE  ECE  ME

Manooch Koochesfahani  Dan Culver  Mark Holders  Yat Qi  Morgan Wang  Lisa Pett  Heather Johnson  Steve Smith  Nelson Sepúlveda  Patrick Kwon

Katy Colby  Beth Delong  Margaret Conner  Scott Cabanek  Lindsey Newell  Kevin Tran  Jonathan Sapp  Stacy Hollon  Patrick Kwon

Wendy Baker  Tiffany Owen  Phanikumar Mantha  Laura Post  Brian O'Shea  Tim Hogan  Stacy Hollon  Meagan Kroll
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
  - Administration (RCR, annual reports, etc.)
  - 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)
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 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>
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<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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“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
“Annual Refresher” Training

- 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

NEW RCR (Responsible Conduct of Research) Graduate Training Requirements

(For College of Engineering graduate students starting January 1, 2017 or later)

1. **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: Are you a MS “Plan B” (non-thesis) student?
         - Yes: Complete “Second Year Requirements” online by December 31
         - No: Have you completed a minimum of 6 hours of “Discussion-Based Training”?
           - Yes: Complete some or all of the “Discussion-Based Training” Requirements
           - No: Have you logged all of your RCR training hours online at [www.egr.msu.edu/rcr](http://www.egr.msu.edu/rcr)?
             - Yes:
               - Complete the “Annual Refresher Training”
               - **Have you completed all of your RCR training hours online at [www.egr.msu.edu/rcr](http://www.egr.msu.edu/rcr)?**
                 - Yes:
                   - 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.

2. **Are you a PhD student?**
   - Yes: Complete the “Annual Refresher Training”
   - No:
     - **Is this your second year of graduate studies?**
       - Yes: Are you a MS “Plan B” (non-thesis) student?
         - Yes: Complete “Second Year Requirements” online by December 31
         - No: Have you completed a minimum of 6 hours of “Discussion-Based Training”?
           - Yes: Complete some or all of the “Discussion-Based Training” Requirements
           - No: Have you logged all of your RCR training hours online at [www.egr.msu.edu/rcr](http://www.egr.msu.edu/rcr)?
             - Yes:
               - Complete the “Annual Refresher Training”
               - **Have you completed all of your RCR training hours online at [www.egr.msu.edu/rcr](http://www.egr.msu.edu/rcr)?**
                 - Yes:
                   - 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 | Academics | Graduate Programs

Michigan State University offers M.S. and Ph.D. degrees in nine disciplines. M.S. and Ph.D. Engineering graduates combine with faculty and researchers across campus and around the world to explore our biggest 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 defences

Engineering Graduate Research Symposium

The sixth annual Engineering Graduate Research Symposium will be held on Thursday, March 29, 2018 at the Breslin Student Events Center. Additional information about the Symposium is available at http://graduate.msu.edu/symposium.

News & Information
Information for Current Students

Current Graduate Students

EGR Grad Student Seminars

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

- Sloan Community
  - Students from diverse backgrounds

- Graduate Women
Other Events this Fall

- **NSF Graduate Fellowship**
  - 3 years of full funding ($34k/year) for grad studies
  - Open to US Citizens and Permanent Residents
  - Due October, 2017
  - Watch your email!
    - Info Session: Tuesday, 9/19, 5–6pm
    - Application Review Sessions (bring your drafts!)
      - Thursday, 9/28, 2–4pm
      - Tuesday, 10/10, 10am–12pm

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

Career Preparation:
- Graduate Resume Book Submission Form (if you wish to share your resume with employers)
- MSU BEST Program (optional training for biomedical careers)
- MSU PhD Career Services
- Resume, CV and Cover Letter Advice
- Center for Academic and Future Faculty Excellence (CAFFE)

Funding Resources:
- Conference Travel Grants
- Childcare Grants
- Graduate Funding Opportunities (also the last updated: 8/30/17)
- NSF, IDF, and EDF Information
- MSU Financial Aid Office
- MSU Office of International Students and Scholars
- MSU Graduate School

Resources and Links:
- Department Contact Information
- Engineering Graduate Student Academic Orientation Meeting Procedures
- Parking Permits
- MSU Graduation School
- Library Resources for Engineering Graduate Students
- Campus and Community Resources
- Other Helpful Links

Graduate Student Award Winners:
- Engineering Graduate Research Symposium
- Outstanding Graduate Students
- Machen II Achievement Award for Outstanding PhD Research

Frequently Asked Questions

MSU BEST

- Careers in biomedical science & engineering
- Funded by NIH (National Institutes of Health)
  - https://youtu.be/rSYyWmTu24

- Applications for Fall 2017 cohort accepted through September, 2017
  - http://best.msu.edu/apply-now/
Information for Current Students

Career Preparation
- Graduate Resume Book Submission Form (if you wish to share your resume with employers)
- JIGE BEST Program (optional training for biomedical careers)
- JIGE PhD Career Services
- Resume, CV and Cover Letter Advice
- Center for Academic and Future Faculty Excellence (CAFFE)

Funding Resources
- Conference Travel Grants
- Children’s Grants
- Graduate Funding Opportunities (also file last updated: 8/30/17)
- EPSF, GSF and EPS Information
- JIGE Financial Aid Office
- JIGE Office of International Students and Scholars
- JIGE Graduate School

Resources and Links
- Department Contact Information
- Engineering Graduate Student Academic Options Meeting Procedures
- Parking Permits
- JIGE Graduate School
- Library Resources for Engineering Graduate Students
- Campus and Community Resources
- Other Helpful Links

Graduate Student Award Winners
- Engineering Graduate Research Symposium
- Outstanding Graduate Student
- Pritchard Award for Outstanding PhD Research
- Frequently Asked Questions

Funding Resources

- Teaching Assistantship
  - Handled through department **offering position**
  - Nearly all have been assigned for Fall 2017
  - 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

Career Preparation
- Graduate Resume Book Submission Form (if you wish to share your resume with employers)
- MSU BEST Program (optional training for biomedical careers)
- MSU PhD Career Services
- Resume, CV and Cover Letter Advice
- Center for Academic and Future Faculty Excellence (CAFTE)

Funding Resources
- Conference Travel Grants
- Childcare Grants
- Graduate Funding Opportunities [This file last updated: 5/30/17]
- IUPUI, OIF and NSF Information
- MSU Financial Aid Services
- MSU Office of International Students and Scholars
- MSU Graduate School

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

Graduate Student Award Winners
- Engineering Graduate Research Symposium
- Outstanding Graduate Students
- Pullen H. Beach Award for Outstanding PhD Research

Frequently Asked Questions

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
Information for Current Students

Career Preparation
- Graduate Resume Book Submission Form (if you wish to share your resume with employers)
- JGSU BEST Program (optional training for biomedical careers)
- JGSU PhD Career Services
- Resume, CV, and Cover Letter Advice
- Center for Academic and Future Faculty Excellence (CAFPE)

Funding Resources
- Conference Travel Grants
- Childcare Grants
- Graduate Funding Opportunities (.xlsx file last updated: 8/30/17)
- EDF, GIF, and EDF Information
- JGSU Financial Aid Office
- JGSU Office of International Students and Scholars
- JGSU Graduate School

Resources and Links
- Department Contact Information
- Engineering Graduate Student Academic Orientation Meeting Procedures
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Graduate Student Award Winners
- Engineering Graduate Research Symposium
- Outstanding Graduate Students
- Phil H. Beach Award for Outstanding PhD Research

Frequently Asked Questions

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

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

- Funding Resources:
  - Conference Travel Grants
  - Childcare Grants
  - Graduate Funding Opportunities (List is updated weekly)
  - BHE, GEP, and RPF Information
  - MSU Financial Aid Office
  - MSU Office of International Students and Scholars

- **Resources and Links**
  - Department Contact Information
  - Engineering Graduate Council Academic Dishonesty Hearing Procedures
  - Parking Permit
  - MSU Graduate School
  - Library Resources for Engineering Graduate Students
  - Campus and Community Resources
  - Other Helpful Links

- Graduate Student Award Winners
  - Outstanding Graduate Student Research Symposium
  - Outstanding Graduate Student
  - Ph.D. H. Brown Award for Outstanding Ph.D. Research

- Frequently Asked Questions
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

- 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.