Graduate Studies in the Russ College

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Dr. Shawn Ostermann
Associate Dean for Research, Graduate Studies and Planning
Graduate Education at Ohio University

Facts

- Graduate College (approved by Board of Trustees - 2008)
  - Monitor student contracts
  - Oversee Theses and Dissertations (TAD office)
  - Handle part of admissions
- Russ College
  - Approve student contracts
  - Handle problems
  - Process final paperwork
    - Thesis/dissertation defenses
    - Thesis/dissertation documents
• Academic departments
  – Maintain student records, applications, plans of study
  – Initiate student contracts
  – Handle problems with classes, contracts, advisors, etc.
  – Perform academic advising
    • Faculty members and/or the graduate chair
    – The first place to stop if you have any questions
Grad Chair Contact Information

• Who is your contact if you don’t already have an advisor?
  – Chemical and Biomolecular Engineering M.S./Ph.D.
    • Dr. Daniel Gulino, graduate chair
  – Civil Engineering M.S./Ph.D.
    • Dr. Shad Sargand, graduate chair
  – Electrical Engineering, Computer Science M.S./Ph.D.
    • Dr. David Matolak, graduate chair
  – Industrial and Systems Engineering M.S.
    • Dr. Gursel Suer, graduate chair
  – Mechanical Engineering M.S.
    • Dr. Frank Kraft, graduate chair
Grad Chair Contact Information

continued

- Who is your contact if you don’t already have an advisor?
  - Biomedical Engineering, MS
    - Dr. Doug Goetz, Chemical and Biomolecular Engr.
    - Mechanical and Systems Engineering Ph.D.
      - Industrial Systems Engineering track
        - Dr. Gursel Suer
      - Mechanical Engineering track
        - Dr. Frank Kraft
Financial Aid Information

• Teaching Assistantship (TA), Research Assistantship (RA), Graduate Assistantship (GA):
  – Stipend and possible scholarship. Requires 1+ grad hour (12+ grad hours for scholarship)

• Graduate Fellowship:
  – No work component; may include scholarship. Requires 15+ grad hours

• Graduate Scholarship:
  – Awarded with assistantship/fellowship; may cover instructional fees/non-resident surcharge for up to 18 hours. Does not cover audit, OPIE, winter intercession or undergrad courses
Financial Aid Information
continued

- Graduate Assistantships & Teaching Assistantships
  - If granted financial support with a full tuition waiver:
    - You must take at least 12 hours
- Research Assistantships
  - If you receive greater than $2400 per quarter, then:
    - You receive a full tuition waiver, including non-resident tuition, if applicable:
      - You receive $205 per quarter for general fees
      - You receive $30 towards health insurance
    - You must take at least 12 hours
Financial Aid Contact Information

- Who do you contact about financial support?
  - Your graduate chair and/or track coordinator
  - Faculty with sponsored research programs
  - Directors and faculty of research centers and institutes in Russ College
  - Watch your e-mail for announcements regarding fellowship or other sponsorship opportunities
  - The dean’s office is almost never the correct place to ask about financial aid
But How Do I Find and Advisor?

- How you find an advisor varies greatly by department and/or discipline
- Some of you may have been recruited by a faculty member who is already your advisor
- Some of you may have been assigned an advisor when you applied
- For the rest of you, it’s your responsibility to find one
- Generally a mutual decision between the student and the faculty member
  - Take a class from somebody in the area you’re interested in
  - Get involved in their research project
Be Sure to ...

1. Identify and retain an academic advisor
2. Prepare a preliminary plan of study (with the help of your advisor)
3. Establish a graduate committee (with the help of your advisor - he or she will know who can serve)
4. Get your plan of study approved
   - Advisor
   - Your graduate committee
   - Your graduate chair
   - Associate dean for research and graduate studies
5. Consult with your advisor to determine when you should start work toward your thesis, project report, or dissertation
   – This will ensure a timely graduation

6. Periodically review your plan of study and update as needed with the help of your advisor
Things to Remember

- **You** are responsible for satisfying the requirements of your degree program
  - Taking and passing qualifying, comprehensive, and final exams within the prescribed time frames
  - Knowing the deadlines for submitting **ETD** thesis/dissertations to the dean’s office
  - Knowing the proper format for your thesis/dissertation
  - Knowing if you can participate in graduation
  - Checking your file periodically to make sure it contains exam results and changes in your program of study
Things to Remember

continued

• If involved with lab or experimental work:
  – Safety is your number one concern
  – If in doubt, don’t do it until it is checked out

• With the help of your advisor, plan to avoid exceeding the maximum number of quarters for which you may receive tuition waiver (18 quarters max)

• Time limits:
  – M.S. degree = Six (6) calendar years
  – Ph.D. degree = Seven (7) calendar years
Plagiarism & Academic Honesty
The Russ College takes academic honesty very seriously

Ohio University Student Code of Conduct prohibits all forms of academic dishonesty

- Cheating
- Plagiarism

Faculty and student honor councils

Honor code (next slide)
Russ College Honor Code

• The Russ College is one of a very few individual colleges in the nation to have its own honor code
  – Faculty Statement of Responsibility
  – Student Statement of Responsibility
  – Honor pledge:

    “We members of the Russ College pledge to act with integrity and expect the same from each other.”

• Be sure to sign the banner to show your commitment to academic honesty
  – Watch your email for the next signing event
Plagiarism

• **What is it?**
  – When you take (1) somebody else’s idea, or (2) somebody else’s words and use them such that you appear to be the original creator or author of the idea or words
  – Even if you change a few of the words in someone else’s sentence, it’s STILL plagiarism!

• **Plagiarism is forbidden by the Student Code of Conduct and is UNACCEPTABLE in all academic work and all documents authored by you**

• Plagiarism will not be tolerated – legal consequences are possible (ref. Berne copyright convention)
Plagiarism continued

- Referencing others’ work is completely acceptable
  - Follow established conventions and guidelines when referencing other sources

- All theses and dissertations in the Russ College are submitted electronically (ETD)
  - Documents shall be screened for plagiarism using commercial software (results are reviewed by Dean’s office)
  - If plagiarism is identified, case goes to Judiciaries
  - Everyone must sign a Statement of Originality
Plagiarism

continued

• The Statement of Originality indicates that:
  1. You have read and understood the Academic Honesty Policy and the Russ College Policy on Technical Writing and Plagiarism (see Web site)
  2. You state unequivocally that your thesis or dissertation conforms to these policies
  3. You do/do not give the Russ College permission to submit your thesis or dissertation for screening with your name included
Plagiarism continued

• Important deadlines for ETD (your advisor has this information):
  – Submit e-copy (PDF or Word) to Dean’s office no less that two weeks prior to defense; failure to comply will delay your defense
  – Submit e-copy of final version no less than 48 hours prior to ETD deadline for final screening
Mandatory Seminar Course

ET602 - Technical Writing Seminar

• **Required** for all graduate students as of fall 2006

• One-hour seminar class taught in Stocker Center by Linguistics faculty
  – Focus: thesis/dissertation writing, properly referencing the work of others (avoiding plagiarism)

• Your advisor will work with you to get it into your program of study

• You may also take OPIE 575 (three-hour writing class) in addition to ET602 if you desire, or at your advisor’s recommendation
Academic & Research Center
Academic & Research Center

- Goal: To encourage collaboration
- ~$36 million
- ~100,000 square feet
- Joint effort with College of Osteopathic Medicine
- Contains most Russ College classes and some research
- Central atrium and café
  - Café open 7 to 5
- Many rooms available for individual and/or small group study
Where to get Answers and Solve Problems

• Questions
  – Start with the graduate chair and/or the graduate secretary in your department
  – If you doesn’t work, call the Russ College dean’s office and ask

• Problems
  – Always start with your graduate chair
  – If the problem isn’t solved after talking to your graduate chair, contact the Associate Dean in the Russ College
    • Dr. Shawn Ostermann
Questions?