Graduate Studies in the Russ College

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Graduate Education at Ohio University

Who Handles What?

• Graduate College
  – Handles part of admissions
  – Monitors student contracts
  – Oversees theses and dissertations (TAD office)

• Russ College
  – Handles problems
  – Approves student contracts
  – Processes final paperwork
    • Thesis/dissertation defenses
    • Thesis/dissertation documents
Who Handles What? - continued

• 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
  – Your first 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.
    • Daniel Gulino, graduate chair
  – Civil Engineering M.S./Ph.D.
    • Shad Sargand, graduate chair
  – Electrical Engineering, Computer Science M.S./Ph.D.
    • Douglas Lawrence, graduate chair
  – Industrial and Systems Engineering M.S.
    • Gursel Suer, graduate chair
  – Mechanical Engineering M.S.
    • Frank Kraft, graduate chair
Grad Chair Contact Information

continued

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

• Teaching assistantship (TA), research assistantship (RA), graduate assistantship (GA):
  – Stipend and possible scholarship. Requires 1+ grad hour (15+ 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 15 hours

• Research assistantships
  – If you receive more than $2400 per quarter:
    • You receive a full tuition waiver, including non-resident tuition, if applicable
    • You receive $89 per quarter for general fees
    • You receive $25 towards health insurance
  – You must take at least 15 hours
Who Do I Contact for Financial Aid 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 the Russ College
  - Watch your e-mail for announcements regarding fellowships / sponsorships
  - The dean’s office is almost never the correct place to ask about financial aid
How Do I Find an Advisor?

• Varies greatly by department and/or discipline
• You may have been recruited by a faculty member who is already your advisor
• You may have been assigned an advisor when you applied
• Otherwise, it’s your responsibility to find one
• Generally a mutual decision between the student and the faculty member
  – Take a class from somebody in your area of interest
  – Get involved in research projects
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)
4. Get your plan of study approved
   - Advisor
   - Graduate committee
   - Graduate chair
   - Associate dean for research and graduate studies
5. Consult your advisor to determine when you should start work toward your thesis, project report, or dissertation
   - Ensures 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
  – 15 quarters (if you hold a graduate degree from another institution)
  – 18 quarters (otherwise)

• 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)
• 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 (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
• 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
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 for the Russ College 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 7:30am to 5pm
- Many rooms available for individual and/or small group study
Getting Answers and Solving Problems

- **Questions**
  1. Start with your graduate chair and/or your graduate secretary
  2. If still unresolved, call the Russ College dean’s office and ask

- **Problems**
  1. Start with your graduate chair
  2. If the problem isn’t solved, contact the Associate Dean in the Russ College
     - Shawn Ostermann (740-593-1482, ostermann@ohio.edu)
Questions?