Welcome
AGENDA

Introductions

Graduate College & Graduate Student Senate

Laboratory Information

Library Resources

UVM/CEMS Resources
Dean Garcia

Dean, College of Engineering and Mathematical Sciences
Professor, Civil Engineering

University of Colorado, Boulder, CO
Ph.D. Civil Engineering
Get to Know Us…

Samantha Williams, Graduate Programs Coordinator (CEMS)
Lauren Petrie, Career Readiness Coordinator (CEMS)

Faculty Graduate Coordinators
- Dr. Jason Bates – BioEngineering
- Dr. George Pinder – Civil and Environmental Engineering
- Dr. Margaret Eppstein – Computer Science
- Dr. Paul Hines – Electrical Engineering
- Dr. Christopher Danforth – Mathematics (MS&PhD)
- Dr. Dryver Huston – Mechanical Engineering (Fall 2017)
- Dr. Jeff Buzas – Statistics and Biostatistics

Department Chairs
- Dr. Mandar Dewoolkar, CEE
- Dr. Margaret Eppstein, CS
- Dr. Jeff Frolik, EE/BioE
- Dr. Jeff Buzas, Math & Stat
- Dr. Yves Dubief, ME

Department Administrative Staff
- Pattie McNatt – Assistant to Civil & Environmental Department Chair (V213F)
- Penni French – Assistant to Computer Science Department Chair (V351)
- Katarina Khosravi – Assistant to Electrical and Biomedical Department Chair (V359)
- Meghan Kelly – Assistant to Math & Stat Department Chair (16 Colchester)
- Karen Bernard – Assistant to Mechanical Department Chair (V201F)
Get to Know Us…

- Marnie Owen, Assistant Dean for Student Services
- Tim Raymond – IT Manager
- Courtney Giles, PhD – CEMS Engineering Lab Manager
- Floyd Vilmont – Shop Technician
- Sharon Sylvester – Executive Assistant to Dean Garcia
Graduate College

Sean Milnamow & Bethany Sheldon – Student Services
What is the Graduate Student Senate?

The voice for all graduate students at UVM

- Senators act as representatives for their programs
- These students are able to keep other graduate students in their programs in the loop about discussions that occur in senate meetings and also act as a way to let them know about upcoming GSS Events.

The Senate meets monthly to discuss graduate student issues, speak to administrative personnel of the University, and update one another on program specific goals or outcomes.
What is the Graduate Student Senate?

The voice for all graduate students at UVM

• Liaison to the administration, Board of Trustees, Faculty Senate
  • These senators not only represent the students in their program but some also serve as graduate representatives on many different committees and report back to the senate about community wide issues

Left: Dr. Cathy Paris (Chair of the Faculty Senate), President Tom Sullivan, David Daigle (Chair of the Board of Trustees).
Right: Dr. David Rosowsky (Provost), Cynthia Forehand (Dean of the Graduate College)
What is the Graduate Student Senate?

Multiple aspects of GSS

- By mending together the facets of Graduate Life it is the intention of the GSS to create a graduate community which links together all grads no matter what field of expertise.
The voice for all graduate students at UVM
  • Liaison to the UVM administration, Board of Trustees, Faculty Senate, etc.

Senate meetings are held once every three weeks
  • 9/13, 10/4, 10/25, 11/15, 12/6 (HSRF 400)
  • All are welcome to attend – you don’t have to be a Senator

Senator positions available for all graduate programs
  • 3 per program

  • Refreshments are provided
2017 - 2018 Executive Council

- President: Michelle DiPinto (Chemistry)
- Vice President: Leslie Sepaniac (CMB)
- Treasurer: Jesse Cases-Villablanca (MS Public Admin.)
- Secretary: Mahafuza Aktar (Neuroscience)
- Communications Director: Jessica Bocanegra (Chemistry)

Contact us

- Email: gss@uvm.edu
- Office: 311T Davis Center
- uvm.edu/gss
August

- 30 – Resource Fair (HSRF 100, 4:30-6PM)

September

- 8 – Coffee break (GSS Office, Davis Center)
- 12 – Senate Meeting (HSRF 400)
- 18 – Professional Development Series: Empower (HSRF 400)

Later in the semester

- Apple Picking at Shelburne Farms
- Grads Give Back: Animal Shelter
- Professional Development Workshops

**See the GSS calendar on the website for a full schedule!**
Welcome to the College of Engineering & Mathematical Sciences Labs

Courtney D Giles
CEMS Laboratory Manager
Graduate Student Orientation
23-24 August 2017

The University of Vermont
What I’ll talk about

• Who I am and what I do
• Overview of teaching labs in CEMS
• What to do next
Who I am and what I do

CEMS Laboratory Manager – Votey 334B – cdgiles@uvm.edu
Dean’s Office
Who I am and what I do

CEMS Laboratory Manager – Votey 334B – cdgiles@uvm.edu
Dean’s Office

- **Teaching labs**
  - Organization
  - Scheduling
  - Training
  - Documentation
  - Equipment acquisition, maintenance, repairs
  - CEMS liaison for lab facilities maintenance
  - Lab decommissioning
  - Help with projects
Who I am and what I do

CEMS Laboratory Manager – Votey 334B – cdgiles@uvm.edu
Dean’s Office

• **Teaching labs**
  • Organization
  • Scheduling
  • Training
  • Documentation
  • Equipment acquisition, maintenance, repairs
  • CEMS liaison for lab facilities maintenance
  • Lab decommissioning
  • Help with projects

• **Research labs**
  ➢ Support
  ➢ Support
  ➢ Support
  ➢ Support
  ➢ Support
  ➢ Support
  ➢ Support
Teaching Labs in CEMS
Teaching Labs in CEMS

Mechanical Engineering & Civil and Environmental Engineering

• FLUIDS – Votey 101 (NEW)  
  CE162, ME123, CE265
• GEOTECHNICAL – Votey 127 (NEW)  
  CE182, CE185/186
• CLEAN MATERIALS – Votey 246 (NEW)  
  ME124
• STRUCTURE – Votey 114A  
  CE010, CE101, CE170
• ENVIRONMENTAL – Discovery W218 (NEW)  
  CE254, CE003

Need photo
Teaching Labs in CEMS

Electrical & Biomedical Engineering

- **CIRCUITS** – Votey 334 (NEW)  
  EE081/82, EE183/184
- **DIGITAL** – Votey 330 (NEW)  
  EE134, EE231
- **ENERGY** – Votey 312 (NEW)  
  EE113, EE215
- **EE Project Space** – Votey 308 (NEW)  
  EE187/188, ME185/186
- **MECHATRONICS** – Votey 330 (NEW)  
  EE174, EE273, EE278
- **BIOMEDICAL** – Votey 225 (NEW)  
  EE081

Need photo
Teaching Labs in CEMS

Fabrication & Prototyping

FabLab
Jenn Karson

Shop
Floyd Vilmont
Teaching Labs in CEMS

Computer Labs
• Mathematics & Statistics Teaching Lab – Votey 205
• Votey 229, 250, 252
• Perkins 108 (NEW)

CEMS IT Support
  Tim Raymond – Votey 237
  Ian Davis – Votey 236
  Email: help@cms.uvm.edu
Teaching Labs in CEMS

Project Laboratory
- Voety 120
What to do next

You will receive an email from cdgiles@uvm.edu
• Explore <CEMS Teaching Labs> website
• Take Graduate Student Survey for Work in CEMS Labs
• Take CEMS Laboratory Training Assessment
• Complete required and recommended training
• Complete Orientation and Training Checklist
• Request access for lab(s) you will be working in
• Have fun and ask lots of questions!
CEMS Safety Orientation
• UVM Risk Management & Safety
  - Who are we?
  - How do we support your research?
• UVM Health & Safety Policy Overview
• Other lab support services available
Safety website
www.uvm.edu/safety
Risk Management & Safety

Laboratory Safety Coordinators

Vikki Carhart
College of Arts & Sciences

Lee Diamond
CEMS/CALS

Sonia Godoy-Tundidor
College of Medicine
UVM Biosafety Program Coordinator & Assistant

Jeff LaBossiere

Sarah Roy

Institutional Biosafety Committee - IBC

Institutional Animal Care and Use Committee
Radiation Safety Office (RSO)

Tom Kellogg

Amy Kutchukian

Ron Kimball
Our main task…

- Provide safety training
- Review new lab procedures
- Conduct PPE assessments
- Conduct hazard assessments
- Review SOPs
- Expose sampling
- Emergency response
- Identify
- Assess
- Monitor
- Control
- Provide safety recommendations
Without procedure assessments, tragic accidents can happen.

- Splashed on clothes
- 2nd and 3rd degree burns
- Died 18 days later
Take the time to review:

Policy Elaboration

While every research and teaching laboratory may have differing specific requirements for what is needed to ensure a healthy and safe working and learning environment, the University acknowledges that there are some requirements common to all. The health and safety requirements for all laboratories must include these general requirements:

1. Adequate training and supervision of persons working in laboratory spaces
2. Initial and periodic risk assessments, inspections, and corrective action planning
3. Provision of personal protective equipment, as applicable, to those conducting activities in laboratories
4. Established requirements for procuring, using, transporting and disposing of potentially hazardous materials and energy, as applicable
5. Established requirements for responding to incidents and emergencies, and
6. Clearly assigned roles and responsibilities.
Safety Training is required to be completed before you work in any UVM lab

### UVM Lab Safety Training Courses

<table>
<thead>
<tr>
<th>Name of Training</th>
<th>Required By:</th>
<th>When</th>
<th>When To Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laboratory Safety Roles and Responsibilities (online course)</td>
<td>All lab personnel</td>
<td>before working in lab</td>
<td>once or as directed by LSO</td>
</tr>
<tr>
<td>Chemical Safety in the Laboratory (online course)</td>
<td>All lab personnel</td>
<td>before working in lab</td>
<td>once or as directed by LSO</td>
</tr>
<tr>
<td>Laboratory Chemical Waste Disposal (online course)</td>
<td>All lab personnel</td>
<td>before working in lab</td>
<td>once or as directed by LSO</td>
</tr>
<tr>
<td>Laboratory Ventilation and Chemical Fume Hoods (online course)</td>
<td>All lab personnel</td>
<td>before working in lab</td>
<td>once or as directed by LSO</td>
</tr>
<tr>
<td>Basic Biosafety Training</td>
<td>All Lab personnel using any biological agents</td>
<td>before working in lab</td>
<td>once or as directed by BSO</td>
</tr>
<tr>
<td>Safe Use of Biosafety Cabinets (online)</td>
<td>All Lab personnel using risk group 2 biological agents at BSL-2 containment</td>
<td>before working in lab</td>
<td>once or as directed by BSO</td>
</tr>
<tr>
<td>Biowaste Management Procedures (online)</td>
<td>All Lab personnel using biological agents</td>
<td>before working in lab</td>
<td>once or as directed by BSO</td>
</tr>
<tr>
<td>Biosafety for Work at BSL-2 Containment Level (classroom + online) (See schedule below)</td>
<td>Anyone working in a BSL2 designated lab, using risk group 2 or 3 agents, such as any human derived materials (e.g., cell lines, tissues and organs) and biotoxins</td>
<td>before working in lab</td>
<td>annually, as directed by BSO</td>
</tr>
</tbody>
</table>

### Basic Biosafety Training

Every UVM lab worker handling biological agents is required to complete the first three trainings in this orange section.

Anyone working in a lab designated BSL-2 must complete Biosafety for Work at BSL-2 Containment training.

Anyone at risk for being in contact with blood, tissues, primary cell lines or other potentially infectious material must complete Safety Around Bloodborne Pathogens training.
CEMS expects basic lab safety practices to be followed

- Caution: Closed toe shoes required.
- Eye protection must be worn in this area.
- No food or drink in the lab.
Different procedures require different controls.

Let us conduct a hazard assessment with you.
Biological Safety

Introduction to Biological Safety

Biological safety or biosafety is the application of knowledge, techniques and equipment to prevent personal, laboratory and environmental exposure to potentially infectious agents or biohazards. Biosafety defines the containment conditions and work practices under which infectious agents can be safely manipulated.

Biohazard

Infectious or etiologic (disease causing) agents, potentially infectious materials, certain toxins and other hazardous biological materials are included in the definition of a biohazard.

Biohazardous agents may include but are not limited to: Certain bacteria, fungi, viruses, rickettsiae, chlamydiae, parasites, recombinant products, allergens, cultured human or animal cells.

The links below will take you to webpages containing detailed information on specific topics.
Chemical Waste Management

Chemical waste may include:
- old and/or expired chemicals,
- chemical waste solutions, or
- debris contaminated with chemicals

UVM is committed to managing its chemical waste in a way that prevents release to the environment. This means that sink disposal of hazardous chemicals at UVM must be pre-approved.

Chemical liquids or solutions disposed of down a UVM drain go directly to Burlington’s wastewater treatment facility and eventually discharged into Lake Champlain. To protect this area resource, laboratory personnel are prohibited from disposing of the following materials down any UVM drain.

Sink or drain disposal of any chemical solutions must be pre-approved by Risk Management & Safety by submitting this online Sink Disposal Request Form.
Where Does UVM Chemical Waste Go?

We pick up waste from your lab

Stored until it goes to end disposal

Bulked into 55-gal drums

Labpack it Per DOT

Satellite storage
Chemical Waste managed/stored @ UVM Environmental Safety Facility
667 Spear Street

COME TAKE A TOUR!
We collaborate with Marsh Life Science stockroom to sell lab supplies

Order through “CHEMSOURCE”
Lab Supplies can be purchased at two Campus Stockrooms:

1) Marsh Life Science Building

2) STEM: Discovery Building Chemistry Dept 2nd floor
## Vendor Contracts and Pricing Agreements

### UVM PURCHASING SERVICES

<table>
<thead>
<tr>
<th>Description</th>
<th>Vendor Information</th>
<th>Mandated Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gas cylinders rentals/leases, gases</td>
<td>Effective through June 30, 2019 Airgas</td>
<td>Mandated</td>
</tr>
<tr>
<td>purchases</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scientific/Laboratory Equipment and</td>
<td>Primary vendor through October 31, 2020 Thermo Fisher</td>
<td>Mandated</td>
</tr>
<tr>
<td>Supplies</td>
<td>Scientific</td>
<td></td>
</tr>
</tbody>
</table>

*Thermo Fisher Scientific*
We partner with **UVM Recycling**
to collect and properly dispose of
“Universal Waste”

Assorted Batteries
The Instrumentation and Technical Services (ITS) department at the University of Vermont serves as the academic umbrella organization for two groups that provide technology services to the UVM community, healthcare providers, and Vermont emerging technology companies:

- Instrumentation and Model Facility (IMF)
- Technical Services Partnership (TSP)

As a department within UVM’s Office of Research and Graduate Studies, ITS supports the University’s research, educational, and outreach missions. ITS oversees the activities of IMF and TSP while leveraging shared support personnel, executive staff, and facilities. With a mission to provide quality, cost-effective technology services, ITS departments provide custom instrumentation, comprehensive medical equipment management services, responsive technology support, and specialized education to clients.
We work closely with PPD and FDC

Physical Plant: DAVIS ZONE

Service Operations
SOS
656-2560, press 1

For non-emergency but critical service needs
We have
Provides Fire

Hands-on Fire Extinguisher Training
(30 minutes)

- Tuesday, July 18, 2017 at 10:30 AM
  (Back of Jeffords Hall by Stafford Greenhouse Loading Dock)

- Tuesday, August 08, 2017 at 10:30 AM
  (Back of Jeffords Hall by Stafford Greenhouse Loading Dock)

- Tuesday, September 19, 2017 at 10:30 AM
  (Back of Jeffords Hall by Stafford Greenhouse Loading Dock)
Summary:
We provide lab support so you can keep working!
Welcome to UVM!

...where safety is everyone’s responsibility.

Questions or concerns: safety@uvm.edu uvm.edu/safety
Email: First.Name@uvm.edu or NetID@uvm.edu

You will be given a UVM email address which can be accessed by logging in to your MyUVM account.

E-mail is the primary mechanism for communication at UVM. PLEASE REMEMBER TO CHECK YOUR E-MAIL OFTEN – The various departments sends out email notices, safety information, etc. and it's important that you read these.

UVM e-mail can be forwarded to personal e-mail addresses.

If you have any questions, contact Tim Raymond at 656-0508 or by email at Raymond@cems.uvm.edu
*Coming Soon* Graduate Student Website

- FAQs
- Orientation Presentations
- Who Can Help Me With...
- Events Bulletin
  - Social Gatherings
  - Study Groups
  - Defense Notices

.... Until then – E-mails!
Who Can Help Me With...

Academic Advising – Faculty Advisor or Faculty Program Coordinator

Academic Forms (Transfer of Credit, Leave of Absence, Certificate of Graduate Study etc.) – Sam Williams & the Graduate College

Office Access, Resource Referral, Student Support, Faculty/Student Concerns, Community Concerns, myUVM – Sam Williams

Lab Access, HR Issues, Purchases, GTA and GRA Supplies, Travel Grants/Reimbursement, Room Reservations, Work Orders, Advisor Assignments – Dept. Administrative Asst.

IT Concerns – CEMS IT Team – Tim Raymond & Ian Davis (help@cem.uvm.edu)

Lab Concerns – Courtney Giles

Risk Management/Lab Safety Concerns – Lee Diamond
Access

GTA & GRA Student Office Access & Keys – Samantha Williams

GTA & GRA Lab Access – Department Administrative Assistant

• Both you and your faculty advisor will need to sign the Key Request Form.
• There is now a $20 per key deposit required. Once this is completed, you will receive a key.

If you have an undergrad working with you on a project and they require lab access, it’s required that an email from your advisor be sent to the Administrative Assistant in your department explaining why and to which room.

When you no longer need a key, please return it to whomever assigned it and you will receive your deposit back.

It is against our key policy to give your key to anyone.
Building Access

For building access after hours, (which is after 10pm and before 7am M-F and 24/7 on the weekends), please contact Samantha Williams (office access) or the appropriate department Administrative Assistant (lab access) with your name, email, student ID # and phone number. We will complete a form and fax over to Building Services. It could take several days to process.

If you need access to other buildings (Discovery, COM etc.), we can work with you on this but its not guaranteed you will receive access.
Purchases

Each program manages purchases differently – Please contact your Department Administrative Assistant for more information
Travel

If you are eligible to attend a conference, (modest) travel stipends to conferences are competitively available from the Graduate College but require an advance application, see http://www.uvm.edu/~gss/?Page=minigrants.html.

You will need to get prior approval from your Faculty advisor, and complete the travel forms. The form must be signed by the faculty member you are working with.

Ask the Administrative Assistant in your program for their PurCard to purchase these items. Go online to find your flight, hotel, car information.

Forward email confirmations to whom ever card you use for their reallocation purposes along with signed travel forms.

Receipt requirements for travel (including meals): original, itemized receipts are required for all expenses incurred by the traveler while on UVM travel status. If the itemized meal receipt does not accompany the reimbursement you will not be reimbursed for that expense. **There are no exceptions.**
Travel (cont.)

If you are requesting a Grad College Mini Grant, you can request matching funds from your department.

**Step 1:** You must send an e-mail to Department Chair for your discipline and copy the Administrative Assistant on it.

**Step 2:** Once you receive approval from your Department Chair bring the form to the Administrative Assistant for the chartstring and signatures. **You must get this approved prior to scheduling your trip.**

If you will be traveling outside of the U.S. or Canada, you must first create a Travel Authorization. This is done by sending an email to Travel@uvm.edu with travel dates, destination, and correct chartstring. Please plan to do this at least 2 weeks before your travel date.
To be reimbursed for items purchased using your personal credit card, you must complete the Reimbursement Form. You must have your faculty advisor sign off on it, the bring all original receipts plus the completed form to the appropriate Administrative Assistant for processing.

*You must sign a form with total expenses shown*

**PLEASE NOTE:** you only have a 60 (business) days window to submit reimbursements.
Room Reservations

There are 2 conference rooms in Votey, however different people maintain the calendars.

- Votey 301A - seats approx 10 – Karen and/or Pattie
- Votey 107 - seats approx 12 – Sharon Sylvester
- There are other rooms available, however these are booked primarily for classes and are hard to get, but you can ask for assistance in finding a space.

You can also request any other room through our EMS System. You can view rooms yourself at https://emsweb.uvm.edu/virtualems/ website, but only an Administrative Assistant can reserve it for you.
Technical Support

Computer help can be requested from EMCF (Votey 235) or help@cem.uvm.edu

If you require machine shop assistance, contact Floyd Vilmont at shophelp@cem.uvm.edu – Floyd Vilmont, office V122

FabLab - Prior to accessing the Rapid Prototype machine, please go to their website “uvm.edu/cems/fablab”, to review the ticket system, hours, current polices and procedures.
Physical Plant Work Orders

Work orders are done thru a website called FAMIS.

- Work orders are submitted by the Administrative Assistants.
- These work orders would include building maintenance issues (such as heat, cold, water not shutting off, etc)
- Students need to discuss the issue with their advisor before requesting a work order.

FAMIS website requires an exact location. Please provide this when requesting a WO (i.e., room number, contact information, exact issue in room, etc.). There is a form at Pattie’s desk for you to complete or send an email with detail information.

PLEASE NOTE: after business hours, weekends and holidays, if something happens that can not wait, call Physical Plant yourself, they operate 24/7. Their 24/7 number is 656-2560
US Mail/Shipping

US Mail - Engineering Grad Students have a mail folder located in department’s offices. You are only notified via email if you receive large packages that won’t fit in your folder, otherwise it’s your responsibility to check this on a regular basis.

If you wish to mail personal items, the Print & Mail Center (656-2960) located in Waterman is where you can purchase stamps and packaging material.

Shipping (UPS) – The Administrative Assistant will be happy to create a UPS label for you. You must provide a complete address, contact name, phone number and description of contents (if applicable), weight and what delivery time frame you require (3 day, overnight, etc); and most important, which project is paying for this shipment. It is the student’s responsibility to prepare the package for shipping, including sealing the box and take it to the Dean’s office, or Waterman. If you have missed the pick up at Votey, you can take to Waterman’s Print and Mail Center before 4:00pm for same-day pick-up.

When you graduate, it is your responsibility to have your mail forwarded (i.e., magazine subscriptions), we will not forward these items to you.

**NOTE:** Staff is not responsible for personal mail (i.e., personal bank statements, personal packages, etc.)
UVM Libraries

- Bailey/Howe Library
- Dana Medical Library
- library.uvm.edu
Research Support

- Accessing technical, scholarly and professional literature and media
- Keeping up with new publications
- Organizing your research with citation managers
- Survey design, data management, statistical therapy
• drop in at the Reference desk

• email, phone or chat

• individual consultations

• Graham Sherriff at graham.sherriff@uvm.edu
UVM Police - How do I reach them?

Emergency: 9-1-1 on any campus landline will connect directly to UVM Police Dispatch.

9-1-1 on a cellphone will connect you to the closest 911 call center. You need to be prepared to tell them your location and what police department you need assistance from.

UVM Police 24 hour Communications Center (802) 656-3473

TIPS Line: (802) 656-TIPS (anonymous)

TIP 411: send a confidential tip to UVM Police. Text UVM and your tip to 847411 (TIP411)
Please check out the wealth of information on our website www.uvm.edu/police

If you prefer to report a crime online, please go to: http://www.uvm.edu/~police/?Page=reportcrime/index.php

The UVM Police Department is staffed 24 hours a day, 365 days a year.

There are 22 commissioned law enforcement officers and 13 non-law enforcement staff.
CATalert campus emergency notification system. All university affiliates receive a UVM CATalert email message when an alert is issued.

To receive this notification on your mobile device, follow the following instructions:

- On the web, navigate to myUVM and login.
- Choose the Registrar tab.
- Choose My Contact Info (CatAlert) from My Emergency Contacts in the lower left corner of the Registrar tab.
- Choose Go to Insert a New Number and/or Update as desired.
Where are the blue lights on the UVM campus anyway?

The design layout of the blue lights is such that if you are at one blue light, you can see another blue light in the distance.

Press the **RED** emergency button, the blue light on top will strobe and the intercom will be connected to UVM Police.

Police Officers respond to ALL activated blue lights

Last count was **144** emergency blue lights
Registration

9 credit hours defines a Full Time Graduate Student

5 credit hours defines a half Time Graduate Student
Continuing Registration

Students who are actively working toward their degree completion and have completed enrollment in all credits required for the degree, but have not completed all graduation requirements, must enroll each semester for Continuous Registration and pay a flat $100 - $300 tuition fee for Continuous Registration each semester (Fall and Spring) until all degree requirements are completed, including removing incomplete grades, passing the comprehensive examination, or completing a thesis or dissertation.

This will not be relevant to you all for quite some time!
Working with Faculty

Regular communication is key.

Need to establish clear understanding of research expectations each semester/summer.

Make sure you know Graduate College deadlines. You are responsible for ensuring all forms are completed.

Coordinate vacation times with faculty mentor.

Write early and often.

Work with your advisor to identify conferences and journals for your work.
Academic Integrity

1. All ideas, arguments, and phrases, submitted without attribution to other sources, must be the creative product of the student – Violation constitutes **plagiarism**

2. All experimental data, observations, interviews, statistical surveys, and other information collected and reported as part of academic work must be authentic – Violation constitutes **fabrication**

3. Students may only collaborate within the limits prescribed by their instructors – Violation constitutes **collusion**

4. Students must adhere to the guidelines provided by their instructors for completing coursework – Violation constitutes **cheating**

https://www.uvm.edu/policies/student/acadintegrity.pdf (will be e-mailed to you on Friday!)
Questions?! 

Thanks for your time! We wish you the best of luck as you start your graduate program here at UVM!