



- Graduate Student Orientation -
Eastern Michigan University
Graduate School
Fall 2019

TONIGHT'S AGENDA

- ▶ Welcome – Dr. Wade Tornquist
 - ▶ Important Information for New Graduate Students – Dr. Andrea Zakrajsek, Julia Nims & Dr. Wade Tornquist
 - ▶ Panel Discussion & Audience Questions – LaMarcus Howard, Vee Kennedy, Amanda Simon, Priyanka Dhurpate
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CONTACT INFORMATION

URL: www.emich.edu/graduate

Email: graduate_school@emich.edu

Phone: 734-487-0042

Hours: M-F 8:00 a.m. – 5:00 p.m.

Location: 200 Boone Hall



GRADUATE SCHOOL STAFF

- Dr. Wade Tornquist
 - Interim Associate Provost and Associate Vice President for Graduate Studies and Research
- Dr. Andrea Zakrajsek
 - Interim Faculty Associate Fall 2019, Policy Issues & Scholarships
- Julia Nims
 - Faculty Associate, Policy & Admissions
- Tracy Pytlak
 - Administrative Assistant, Awards
- Phyllis Britton
 - Senior Secretary, Dissertation/Thesis Forms

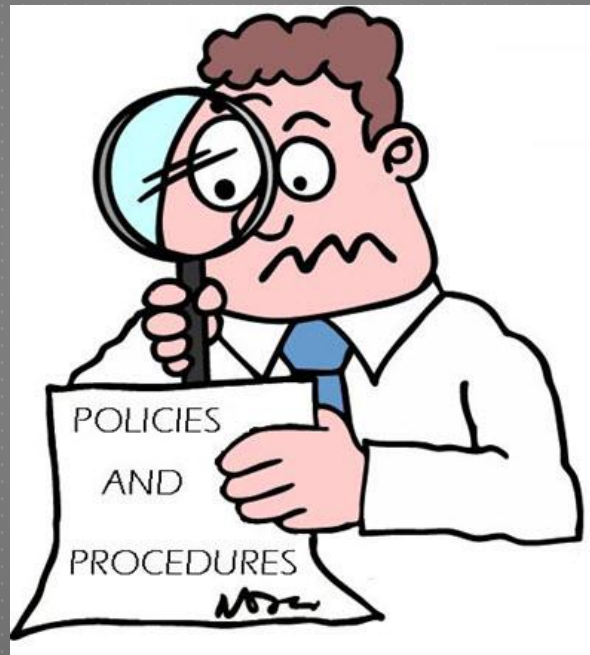
GRADUATE STUDENT RESOURCES

- ▶ **The University Writing Center for Graduate Studies (UWCGS) free services include:**
 - ▶ **Support in person**—By appointment
 - ▶ **Support via phone**—By appointment
 - ▶ **Read-ahead**—Up to 24 hours prior to an appointment
 - ▶ **Support via email**—No appointment needed
- ▶ To make an appointment, submit a document, or ask questions, email Beth Sabo(bsabo2@emich.edu)

GRADUATE STUDENT RESOURCES

- ▶ **Research Statistics Consultation:** Consultation is available for faculty and graduate students on research and instrument design, instrument validation, sample selection and sampling methods, data collection, data analysis, results interpretation and display.
 - ▶ By appointment call: 734.487.0042 or email: orda_stats@emich.edu.

GRADUATE POLICY



POLICIES GOVERNING GRADUATE EXPERIENCE

➤ Graduate School Policies

- Check our website under “About” ➡ “Policies”
- <https://www.emich.edu/graduate/documents/policies1920.pdf?v=2019-08-08T13:25:11Z>
- *See department for PROGRAM SPECIFIC POLICIES

➤ Graduate School Documents & Forms

- <https://www.emich.edu/graduate/about/forms/index.php>

➤ Thesis and Dissertation

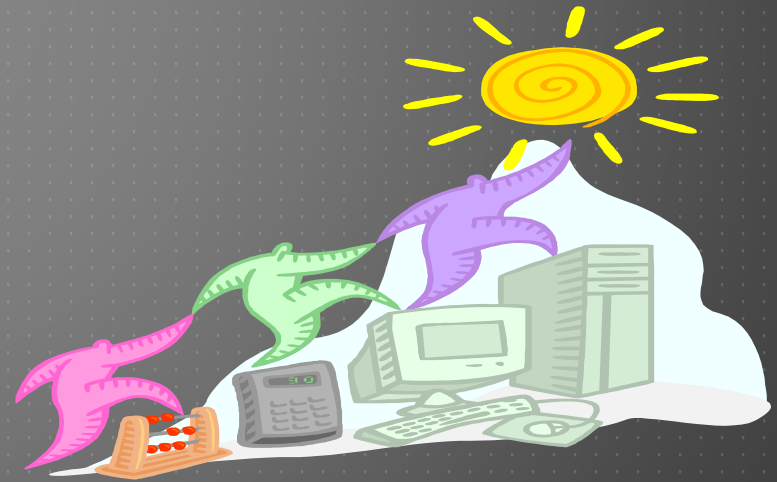
- <https://www.emich.edu/graduate/academics/dissertation-thesis/index.php>

➤ Dates and Deadlines

- <http://www.emich.edu/registrar/calendars/datesanddeadlines.php>

TIME TO DEGREE COMPLETION

- Max 3 years – certificate program
- Max 6 years – master's degree
- Max 6/7 years – specialist degree
- Max 7 years – doctorate degree



ACADEMIC LOAD

➤ Course Load

- <http://www.emich.edu/finaid/requirements/enrollment.php>

	FULL-TIME	$\frac{3}{4}$ TIME	$\frac{1}{2}$ TIME
Graduate	8 or more	6 or 7*	4 or 5*

- *SEVIS requires international students to enroll in 8 credits each semester.

PROGRAM OF STUDY (POS)

- **Created with your advisor**
- Lists of all courses to complete your graduate degree (sequence, timing)
- POS needs to be submitted by the advisor to the Office of Records and Registration
- Conditional Admission
 - Must remove — communicate with your advisor

INCOMPLETE GRADES

➤ Two types of Incomplete Grades:

- “I” ~**Incomplete** grades are issued entirely at the professor’s discretion. Incompletes can only be issued when extenuating circumstances exist. To meet requirements, a student must have a B or better in the course and have completed a minimum of 50% of the course requirements.
 - Grade change: 1 year to complete the work
- “IP” ~**Incomplete in Progress** is a grade given for a thesis, dissertation, internship or capstone project.
 - Grade change may exceed one year.

COURSE WITHDRAWAL

➤ **Course Withdrawal**

- See course schedule on the Records/Registration website for deadline dates!
- If you fail to attend a course, and/or not withdraw, you will receive an F grade.
- Withdrawal from a course after the drop period may be requested. Verification of an acceptable explanation (e.g., medical report) will be required. Exceptions are not guaranteed.

ACADEMIC PROBATION

- **Probation** – overall GPA below 3.0
 - If your **semester** GPA is lower than 3.0 in any one of the two probation semesters, you will be dismissed.
 - If your **overall** GPA is below a 3.0 by the end of the second semester of probation, you will be dismissed.
- Program Dismissal can also occur due to unprofessional/unethical behavior, or not meeting program's specific policies.

OPPORTUNITIES



GRADUATE ASSISTANTSHIPS

- Hiring and job postings through EMU Human Resources
- Time Commitment per Week: 20 hours (100% appointment)
- Tuition Waiver Credit Hours: Up to 9 per semester (100% appointment)
- Stipends vary slightly depending on the department and work you will be performing
- Stipends paid every two weeks and deposited on your Eagle Card
- Information:
<http://www.emich.edu/hr/working/employment/graduate-student.php>
- Search Jobs: www.emich.edu/jobs

GRADUATE SCHOLARSHIPS

➤ Internal

- Check with your home department/program
- EMU Graduate School Scholarships:
 - Barton Endowed Scholarship – up to \$4,000
 - Anton Brenner Endowed Scholarship – \$500 one-time award
 - University Scholarship – between \$500 - \$4,000 per year
 - Goldenberg and Schreiber Endowed Scholarship - \$300-\$500
 - Martin Luther King Jr.-Cesar Chavez-Rosa Parks (KCP) Future Faculty Fellows
- Check the Graduate School Website (under Scholarships & Aid) for specific requirements. Deadline for Application is June 15.

GRADUATE SCHOLARSHIPS

➤ External

- Check with Financial Aid:
 - <http://www.emich.edu/finaid/scholarships.php>
- Look on external websites (e.g. FastWeb)
- Finding Funding workshops offered periodically during the academic year

GRADUATE SCHOLARSHIPS

- Research Support Funds

- Provides small grants to students conducting research for a thesis or dissertation. Can be used to purchase research supplies, materials, and equipment, or travel to research sites for data collection.

- More information:

- <https://www.emich.edu/graduate/scholarships-aid/scholarships-fellowships/index.php>

GRADUATE RESEARCH CONFERENCE

- Opportunity to showcase your research:

- Oral Presentations
- Arts Front
- Poster Sessions
- *3-Minute Thesis* Competition
- Best Abstract Contest
- People's Choice Awards for posters

Save the Date!
Friday, March 20, 2020

- Workshops:
 - Academically Speaking
 - Prezi
 - Poster Design
 - Research Compliance
 - Finding Funding
 - Statistical Support & Experimental Design

MICHIGAN INTERCOLLEGIATE GRADUATE STUDIES

- Michigan Intercollegiate Graduate Studies (MIGS): course enrollment outside EMU with an affiliate Michigan university
 - Applications can be found at Graduate School website → “Prospective Students” → “Guest Students”
 - <https://www.emich.edu/graduate/documents/migsappa.pdf?v=2019-07-09T14:19:12Z>

THESIS / DISSERTATION / CAPSTONE RESOURCES



THESIS & DISSERTATION

- A culminating experience is required for ALL graduate programs (capstone, thesis, dissertation, internships, project, etc.) depending on the program requirements
- You will work with your program Advisor to determine requirements
- *IF* you are completing a thesis or dissertation, these manuals will be helpful to you. The associated forms are handled through The Graduate School.
 - Link to Thesis Manual:
 - <https://www.emich.edu/graduate/documents/thesis18.pdf>
 - Link to Dissertation information:
 - <https://www.emich.edu/graduate/documents/dissertation2017.pdf?v=2019-07-01T14:29:14Z>
 - Link to Information about deadlines:
 - <https://www.emich.edu/graduate/academics/dissertation-thesis/deadlines.php>

RESEARCH COMPLIANCE

- EMU must be compliant with federal regulations in order to receive federal funding for research
- Human subject research
 - All research involving human subjects must have prior written approval from the **University Human Subjects Review Committee (UHSRC)**
 - <https://www.emich.edu/research/compliance/>
- Questions about research compliance?
 - Contact Sonia Chawla, Research Compliance Officer
 - 202E Boone, 734-487-3090, schawlaw@emich.edu

TECHNOLOGY TRANSFER OFFICE

- Responsible for the dissemination of University-developed technology, including invention disclosures, assessment, intellectual property protection, and commercialization.
- The office also provides business engagement services for student/faculty projects.
 - <https://www.emich.edu/techtransfer/>

GRANTS

- Normally will be associated with faculty projects, but students who have an idea or are looking to apply for a grant can work with the Office of Research and Development as well.
 - <http://www.emich.edu/research/grant-life-cycle/funding/>

PETITION SYSTEM



TIME EXTENSION (TO DEGREE)

- Max 3 years – certificate program
- Max 6 years – master's degree
- Max 6/7 years – specialist degree
- Max 7 years – doctorate degree
- Petition for time extension:
 - http://www.emich.edu/graduate/policies/time_degree.php

REPEATING COURSES

- A graduate course may be repeated once if the grade is a B- or lower
- The second grade is used in the GPA calculation; first grade will remain on the transcript.
- You can create a petition for an exemption to the repeating course policy here:
 - http://www.emich.edu/graduate/policies/time_degree.php

RESIDENCY REQUIREMENT

- Minimum number of credit hours completed at EMU once accepted and enrolled in a degree program
- Can petition for prior degree credit at:
<https://app.emich.edu/gradpetition/views/login>
 - Master's/Specialist degrees of 36 or fewer hours, at least 24 new hours must be completed at EMU
 - Master's/Specialist degrees of 37 or more hours, at least 30 new hours must be completed at EMU
 - Multiple master's/Specialist degrees must have 24 unique new hours completed at EMU
 - Certificate programs must have a minimum of 9 unique credit hours completed at EMU

MAXIMUM COURSE TYPE WAIVER

- ▶ EMU places limits on the number of certain types of courses students may count toward a graduate degree or certificate.
- ▶ Examples may be: special topics and independent study courses
- ▶ For more information on course limitations visit:
 - ▶ <http://www.emich.edu/graduate/policies/courselimitations.php>
- ▶ To petition the maximum course limitation:
 - ▶ <https://app.emich.edu/gradpetition/views/login>

THE FINAL STEP!



GRADUATION

➤ Graduation information:

<http://www.emich.edu/registrar/graduation/>

- You must apply for graduation via your my.emich account – 2nd week of the semester
- There is a fee and it will be posted to your student account

➤ Commencement information:

<http://www.emich.edu/commencement/>

BEST WISHES FOR A SUCCESSFUL GRADUATE PROGRAM AT EMU!

FIND US ON SOCIAL MEDIA!

GRADUATE SCHOOL

FACEBOOK: @EMUGRADSCHOOL
TWITTER: @EMUGRADSCHOOL

RESEARCH & DEVELOPMENT

FACEBOOK: @EMUORD
TWITTER: @EMUORD

THINK ABOUT YOUR TIME AS AN UNDERGRAD....

- ▶ ...and think about your future as a graduate student!
- ▶ **Turn to the person next to you!**
- ▶ How do you define “success?”
- ▶ What advice would you give someone about being successful?

WELCOME OUR PANEL!



- ▶ **LaMarcus Howard**
- ▶ Student in PhD program for Educational Leadership
- ▶ Associate Director, Disability Resource Center



- ▶ **Vee Kennedy**
- ▶ Student in MA programs for Creative Writing & Written Communications – The Art of Teaching Writing



- ▶ **Amanda Simon**
- ▶ Student in Masters in Occupational Therapy Program



- ▶ **Priyanka Dhurpate**
- ▶ Student in MS program for Computer Aided Engineering