



2025 GRADUATE STUDENT ORIENTATION

DEPARTMENT OF CIVIL AND
ENVIRONMENTAL
ENGINEERING

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AGENDA

- Welcome (GPO, Dr. Anderson)
- Self-introductions
- Introduce CEE staff and graduate program committee members
- Graduate School Resources and Personnel
- College of Engineering (Fellowships)
- Office of International Programs
- Laboratory Safety (Gerald John & Mal Jenkins)
- The Nature of Graduate Study (Dr. Perez)
- CEE Graduate Policies, Procedures, Expectations, and Responsibilities (Dr. Anderson et al.) - Academic Progress, Degree Requirements, Assistantships, and Tuition Fellowships, Deadlines, Academic Honesty, Tips for Success





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ATTENDANCE



INTRODUCTIONS





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**CIVIL AND
ENVIRONMENTAL
ENGINEERING
STAFF**



DEPARTMENT ADMINISTRATIVE STAFF



Dr. David Timm
Department Chair



Dr. Lauren Beckingham
Associate Department Chair



Dr. Robert Barnes
Associate Chair for Undergraduate Studies



Dr. J. Brian Anderson
Graduate Program Officer and Associate Chair for Research



Katie Falls
Office Supervisor
GRA/GTA Hiring
GP General Info,
Building Access



Mary Beth (Bugg) Sayre
Grad Academic Sup.
Course registration,
Student office, Building access,
GRA/GTA Hiring



Yury Morales
Financial
/Travel



Corie McConnell
Financial (HRC)
/Travel Info



Ashley Winfree
Academic Advisor
Course registration
(Undergraduate)



Dr. Gerald John
Laboratory Manager
(wet labs)
safety



Mal Jenkins
Laboratory Manager
(teaching labs)
safety



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**CIVIL AND
ENVIRONMENTAL
ENGINEERING
GRADUATE
PROGRAM
COMMITTEE**



CIVIL AND ENVIRONMENTAL ENGINEERING GRADUATE PROGRAM COMMITTEE



J. Brian Anderson (Chair)
Geotechnical



Xing Fang
Water Resources



Jim S. Davidson
Structural



Michael A. Perez
*Construction
Management*



Rod Turochy
Transportation



Mark Barnett
Environmental



Carolina Rodezno
Pavement/Materials

SAMUEL GINN COLLEGE OF ENGINEERING CONTACTS



Maria Auad
*Associate Dean for
Graduate Studies and
Faculty Development*



Will Rankin
*Assistant Director
Fiscal Administration*



Lauren Faulkner
*Academic Program
Administrator*



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**AUBURN
GRADUATE SCHOOL
PERSONNEL AND
RESOURCES**



GRADUATE SCHOOL CONTACTS



George Flowers
Dean



Maria Witte
Associate Dean



Theresa Morgan
Dir. of Graduate
Admissions



Ashley Ray
Transcripts/Residency




Penny Christopher
International Admissions
Processing



Libby Anderson
Communications and
Marketing

Matriculation Advisors



Jessica Holley
334-844-2129
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Ibrahim Kareem (J-R)
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Sherry Ray (S-Z)
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Director of Professional
Development
334-844-2130
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GRADUATE STUDENT CALENDAR AND FORMS

- Graduate Student Calendar
- <http://graduate.auburn.edu/calendar/>
- Graduate Student Forms Directory
- <http://graduate.auburn.edu/current-students/forms-directory/>
- Auburn University Academic Calendar
- <https://auburn.edu/about/academic-calendar/>



GRADUATE SCHOOL SUPPORT

- Dean's Café 1st Wednesday of each month 3pm in Hargis Hall
- Health and Wellness Resources
- <http://graduate.auburn.edu/health-wellness-resources/>
- Graduate Student Council
- <https://auburn.campuslabs.com/engage/organization/GSC/>

OFFICE OF INTERNATIONAL PROGRAMS - INTERNATIONAL STUDENTS AND SCHOLARS



Obrad Budic
Director of International
Students and Scholars



Theresa Capule
Assistant Director
of International
Students and Scholars



Contact your ISSS Team



Welcome International Students and Scholars

The Office of International Student and Scholar Services welcomes students and scholars from around the world. Each year more than 2500 international students, visiting scholars, and employees from over 100 nations participate in the Auburn experience. Through the support of ISSS, international students and scholars and their academic units of choice on the Auburn campus receive the needed immigration support documentation required for entry into the US and the assistance needed to maintain the appropriate status under the US Department of Homeland Security and Department of State rules and regulations.

ISSS Website

<http://www.auburn.edu/academic/international/iss/>

📍 228 Foy Hall
Auburn University
Auburn, AL 36849

📞 (334) 844-5001

✉ intledu@auburn.edu

Office Hours

Monday to Friday

7:45 AM – 4:45PM

Walk in Hours

Monday to Thursday

9:00 AM – 11:00 AM
1:00 PM – 3:00 PM

Lunch Hours

Monday to Friday

11:45 AM – 12:45 PM
Office is closed

Facebook Page

<https://www.facebook.com/AuburnInternational>

   @AUIntlPrograms



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**COLLEGE OF
ENGINEERING
FELLOWSHIPS**





GRADUATE FELLOWSHIP FINANCIAL COMPONENTS

WILLIAM RANKIN, SGCOE ASSISTANT DIRECTOR FISCAL ADMINISTRATION

RANKIWH@AUBURN.EDU

- Graduate Assistantship
 - Graduate Tuition Fellowship (Tuition Waiver)
 - Graduate Fellowship
-



GRADUATE ASSISTANTSHIP

■ What is a Graduate Assistant

– An individual who is employed by the University as:

• Graduate Research Assistant

- The primary duty is to engage in original, professional-level research under a faculty member's supervision in the course of obtaining a graduate degree.

• Graduate Teaching Assistant

- Their primary responsibility is to support the instructional mission of the University.
-



GRADUATE TUITION FELLOWSHIP (TUITION WAIVER)

- **The Policy:**

- Students with a qualifying assistantship appointment of 0.33 (**We require a .50 FTE in SGCOE**) Full-Time Equivalent (FTE) or higher will automatically receive a Graduate Tuition Fellowship that pays resident and non-resident tuition (no more than 15 attempted hours per semester) for all attempted hours each semester during which the qualifying assistantship is held until a maximum level of support has been received.

- **Additional Requirements:**

- **Enrolled in a degree seeking program** and **employed** no later than the 8th day of class
- **The Fellow is in good academic standing** (cumulative graduate GPA of at least 3.0). Students on academic suspension lose the benefit of the full tuition waiver. When the student is again in good academic standing, with a cumulative GPA of at least 3.0, the full tuition waiver will again be awarded.
- **The Fellow is registered for at least 1 hour, but not more than 15 hours, of course work.**
- **Colleges may mandate higher requirements with the approval of the dean at that college**
- **Distance Learning Classes are NOT covered by the Tuition Waiver**

- **Guidelines:** <https://graduate.auburn.edu/current-students/guidelines-for-graduate-tuition-fellowships/>

- **FAQs:** <http://graduate.auburn.edu/current-students/graduate-tuition-fellowship-faq/>



GRADUATE FELLOWSHIP

- **What is a Graduate Fellowship:**

- **IRS Guidelines**

- The Internal Revenue Service (IRS) defines a scholarship or fellowship grant as an amount given to an individual for study, training, or research, and which does not constitute compensation for personal services.

- **In The Samuel Ginn College of Engineering:**

- Woltosz Fellowship (I/II/III)
 - Gavin Fellowship (I/II/III)
 - Woltosz Presidential
 - Gavin Presidential
-



FINANCIAL PAYOUTS:

■ Graduate Assistantships:

- Payments are considered payroll and will be paid once per month on the final business day of each month.

■ Tuition Waiver

- The waiver is triggered automatically once your employment paperwork is complete and you have registered for courses. You should see a waiver post to your bursar bill equal to that of your Tuition.
 - N.B: If your hiring paperwork has not been completed, your waiver will not post.
 - If your waiver does not post, please check with the Employment Manager in your department's front office first to check on the status of your hiring paperwork.

■ Graduate Fellowship Payment

- This amount will be paid out in two separate payments. 50% will payout on September 1st, and the second payout will occur on January 10th .
 - N.B. This will not payout if the first two conditions above are not met.
-



WHO DO I GO TO WITH QUESTIONS!

■ Graduate Assistantships:

- If your Graduate Assistantship is not paying out, check with your Departmental Hiring Manager (Front Office) to make sure all the paperwork is complete.

■ Tuition Waiver

- If your Tuition Waiver is not showing up on your student bill:
 - Make Sure your Assistantship is fully setup and complete.
 - Be sure that you are enrolled in at least one hour.
 - Check to make sure that you are not signed up for an online/distance class (not covered by tuition waiver)
 - Contact Student Financial Services
 - If your Tuition Waiver is still not being applied contact Will Rankin in the Dean's Office

■ Graduate Fellowship Payment

- If all of the conditions above have been met and you are not receiving your fellowship after 9/1/2025 please contact Will Rankin, and we will investigate what we need to do to get you set on a path to success.
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**CIVIL AND
ENVIRONMENTAL
ENGINEERING
LABS AND SAFETY**



CEE LABORATORY MAINTENANCE AND SAFETY

Dr. Gerald John, PhD

Research Associate III & Safety Coordinator

Department of Civil & Environmental Engineering

Ph: 334-844-6266

Email: gzej0002@auburn.edu

Mal Jenkins

Laboratory Manager

Department of Civil & Environmental Engineering

Samuel Ginn College of Engineering

Email: jmj0026@auburn.edu

Emmanuel Winful

Safety Manager

Samuel Ginn College of Engineering

Ph: 334-844-2324

Email: ewinful@auburn.edu

- Promote the establishment of a safe environment for conducting teaching and research activities.
- Offer essential safety training to all participants.
- Additionally, conduct safety reviews of experimental setups to ensure their compliance with safety standards.



<https://www.youtube.com/watch?v=izhtlw2R9RM>



LAB SAFETY

- [Online lab safety training](#) for all new graduates who use labs for research.
- Hazard identification and risk assessment processes are an integral part of the [experimental design, thesis & dissertation research, extramurally funded projects](#), student organization projects, and undergraduate/graduate education.
- Report safety issues and accidents immediately
- Bad news never gets better with time





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THE NATURE OF GRADUATE STUDY



THE NATURE OF GRADUATE STUDIES

- Different from previous educational experiences
- Fast-paced
- Requires self-direction & self-motivation
- Challenging & intellectually rewarding
- Develop a professional identity



GRAD SCHOOL VS. UNDERGRAD

- Specialization in a specific area, expertise in field
- Flexible curriculum, mix of courses that align research interests
- Advanced coursework, research, and specialized training in a specific field
- Close interactions with professors and peers
- Heavily emphasizes original research, leading to a thesis / dissertation
- Requires substantial research contributing new knowledge to the field
- Specialized career opportunities, research positions, academia, or industry leadership



INDEPENDENCE & MOTIVATION

- 1. Set Clear Goals
- 2. Create a Structured Schedule
- 3. Stay Organized
- 4. Develop Time Management Skills
- 5. Find Intrinsic Motivation
- 6. Seek Accountability
- 7. Break Down Large Tasks
- 8. Embrace Failure as Learning
- 9. Practice Self-Care
- 10. Stay Curious and Open-Minded
- 11. Seek Help When Needed
- 12. Celebrate Achievements

JUGGLE MULTIPLE TASKS

- Classes
- Teaching
- Grading
- Research Project(s)
- Reports
- Journal Articles
- Proposals
- Presentations
- Conferences
- Training
- Professional Service
- Clubs / Organizations
- Job Search & Interviews



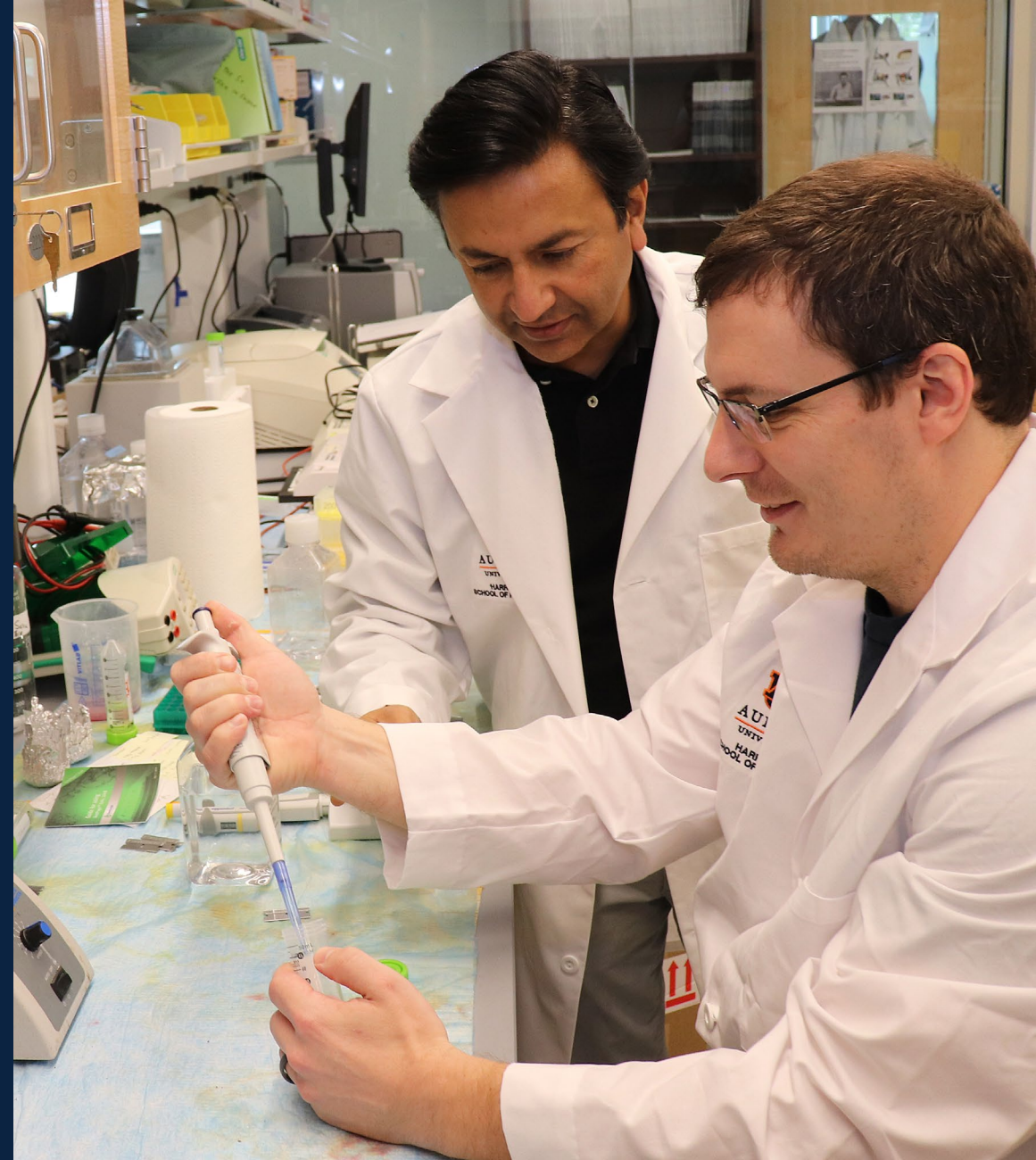
EXPECTATIONS

- Exhibit great initiative, critical thinking, self-motivation, and innovation
- Proficiency in writing, presentation skills, communication
- Mastery in your field of study
- Contribute scholarship to your field of study
- Collaboration and networking
- Uphold the outstanding quality and tradition of graduate education at Auburn



ABOUT YOUR ADVISOR

- Academic mentor
- Guidance and research direction
- Have regular meetings, open communication
- Inform them of your academic progress or problems
- Feedback and evaluation: course work selection, research methods
- Contact GPO for additional assistance



THE BEST LEARNING EXPERIENCE

- People around you are family
 - fellow students, administrators, and professors
- The best learning experience of your life
- Make it fun!





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**CEE GRADUATE
POLICIES,
PROCEDURES,
EXPECTATIONS,
AND
RESPONSIBILITIES**



CEE GRADUATE PROGRAM

- <http://aub.ie/ceegrad>



A screenshot of the Auburn University website's CEE Graduate Program page. The page has a dark blue header with the Auburn University logo and name on the left, and navigation links for DEGREES, APPLY, GIVE, and a search icon on the right. Below the header is a white navigation bar with links for TOUR, ABOUT, ACADEMICS, RESEARCH, STUDENTS, PEOPLE, and CONTACT. The ACADEMICS menu is open, showing options for Overview, Undergraduate, and Graduate, with the Graduate option highlighted. The main content area features a breadcrumb trail: ENGINEERING > DEPARTMENT OF CIVIL AND ENVIRONMENTAL ENGINEERING > GRADUATE ADMISSION AND GRADUATE STUDIES. Below this is the title 'GRADUATE ADMISSION AND GRADUATE STUDIES' and a video player. The video player shows a woman in a blue Auburn University polo shirt looking down at a site. The video title is 'Auburn Civil and Environmental Engineering PhD testimonial: Jaime Schussler'. There are 'Watch later' and 'Share' buttons in the top right of the video player. The video player also has a red play button icon in the bottom center.



CONTACTING THE GPO

- First, visit the Auburn Graduate School website and Civil and Environmental Engineering Graduate Program websites to find answers to your questions.
- If your question is unanswered or you need a signature:
- Email: ceegpo@auburn.edu - monitored by Dr. Anderson and Mary Beth (Bugg) Sayre
- Call Dr. Anderson 334-844-7373
- Call Mary Beth (Bugg) Sayre 334-844-4377
- We will respond to your questions within 24 hours

STIPENDS (PAY)

- Rate is variable and negotiated with you advisor/supervisor
- May be teaching, research, or combination of both
- Most appointments will be at 0.5 FTE
- Katie and Mary Beth handle your hiring paperwork and any changes
- International Students
 - Make sure your visa and work authorization are current or you will not be paid
 - Must File US Tax Return (OIP information for international students)

DEPARTMENT, COLLEGE, AND UNIVERSITY FELLOWSHIPS

- Presidential PGOP, Presidential PGRF, Woltosz, Gavin, 100 Women Strong
- Pay above and beyond your stipend
- Awarded as incentive for research productivity
- Students on these fellowships **must** apply for an external fellowship within the first 2 years
- Will coordinate with Dr. Auad in SGCOE

- Department Fellowships
 - Smaller amounts
 - One year only

FINANCIAL SUPPORT AND CRITERIA

- To be qualified for full tuition fellowship:
 - Must be a **1/2** FTE (Full-Time Equivalent) GRA or GTA or GRA+GTA (\geq \$2083/month)
- Must be in good academic standing (3.0 GPA)
- Maximum working time is: 0.5 FTE (*not for summer*)
- Tuition support for the third semester (summer) not on assistantship under certain conditions



GRADUATE TUITION FELLOWSHIPS

- Registered for **at least 1 hour, but not more than 15 hours (9 hours is considered full-time)**, of course work including the summer semesters. (Reminder: International students are required to be enrolled in 9 credit hours to maintain full-time status, until general oral exam is completed) .
- Students on **academic probation lose the benefit of tuition remission. Must pay tuition at the in-state rate.**
- Students on **academic suspension lose all benefit of the tuition remission and tuition fellowship** since students can not have any assistantship.



GRADUATE TUITION FELLOWSHIPS

- The tuition fellowships cover **110%** of credit hours of degree required hours
- CE MS & MCE covers **33 credits** (1.5 – 2 years)
- CE PhD covers **66 credits** (3-4 years)
- CE MS & MCE + PhD **99 credits**
- Including all AU courses (**prerequisites**)
- These are awarded fellowships and not guaranteed waivers and are subject to adequate progress and performance.
- Students are responsible for completing their programs in a timely manner so future students may receive benefits.



NOTES FOR INTERNATIONAL STUDENTS

- Office of International Programs (OIP) – your first stop!
- <http://www.auburn.edu/academic/international/index.php>
- Immigration papers, Insurance, SSN, tax forms, travel policies...
- Cannot work off campus, only allowed to work as GTA or GRA or GA on campus (no more than 50%)
- Different travel reimbursement policy (**MUST keep receipts**)
- Contact OIP before international travel
- Must maintain your immigration status (course registration)
- Language training: ESL with OIP; Biggio Center BIGGIO1@auburn.edu (GTA training, Writing courses); English Department volunteers; other sources
- International student organizations



ACADEMIC PROGRESS (GPO)

- Registration < Auburn University
- Domestic Registration
 - 1 credit hour to hold assistantship
 - Unless on aid (loans etc.), then 5 credit hours required
- International students
 - Must register for 9 credit hours each fall and spring until the general oral exam is complete.
 - After general oral exam, only 1 hour required
 - If admitted for summer, must register for 9 credits in the arriving summer.

ACADEMIC PROGRESS (GPO)

- GPA: **must maintain a cumulative GPA of 3.0 (B) on all graduate courses.** If a student's GPA falls below 3.0 at the end of any semester, the student will be placed on academic probation
- Students on probation cannot receive a tuition fellowship
- Probation must be remedied within the next 11 credit hours or two consecutive terms. Otherwise, student will be placed on academic suspension
- Students on academic suspension can not hold a graduate assistantship (GRA/GTA), and; therefore, no tuition fellowship
- No grade below C is acceptable for credit toward a graduate degree
- Only grades of AU courses are used in determining the overall GPA



MCE & MS STUDENTS

- At least one semester before graduation, the student needs to complete and submit the [Committee, Transfers, Exceptions and Candidacy \(CTEC\) Form](#), which identifies student, committee chair (major professor), possible **transfer courses** and/or exceptions.
- Transfer up to 15 credit hours with A or B graded graduate courses.



PHD STUDENTS

- Before scheduling the General Oral Exam (qualifying exam), the student needs to complete and submit the [Committee, Transfers, Exceptions and Candidacy \(CTEC\) Form](#), which identifies student, committee chair (major professor), at least **three committee** members, and **possible transfer courses (up to 30 credits)** or exceptions.
- After the General Oral Exam, candidates only need to register for 1 hr of research CIVL 8990 (domestic or international).
- 10 hours of CIVL 8990 are required.



SPECIAL TOPICS COURSES

- CIVL 6970 CIVIL ENGINEERING SPECIAL TOPICS (3 credits) Departmental approval. Special topics of an advanced undergraduate nature pertinent to civil engineering. Specific prerequisites will be announced for each course offering. Course may be **repeated** for a maximum of **6** credit hours.
- CIVL 7970/7976 SPECIAL TOPICS IN CIVIL ENGINEERING (3 credits) Individual student or group endeavor under direct faculty supervision involving special topics of an advanced nature in civil engineering. Course may be **repeated** for a maximum of **9** credit hours.



COURSE REGISTRATION

- If you have difficulty registering for a particular CEE course (e.g., with a prerequisite or program error) or you need to register for more than 1 hour of research, you can contact Mary Beth (Bugg) Sayre by email (meb0007@auburn.edu) for help.
 - In your email, you will need to include the Course Number (e.g., CIVL 7990) and the CRN number. If you need your hours increased, please also include how many total hours you need.
- All graduate students should get approval from the student's major professor about what courses they can take each semester. All graduate courses that you take from Auburn University will be eventually evaluated by the Graduate School when graduate courses are included in the official degree plan. If you register/take courses without your advisor's approval, those courses may not be approved by the Graduate School and the advisory committee, therefore, those courses may not be counted towards the degree.



COURSE PLANNING

- Each student should work closely with the major professor and use the Plan of Study [worksheet](#) (from the Graduate School) as needed to plan for courses taken at AU, transfer courses, exceptions, requirements, and graduation date [prior to submitting](#) the Committee, Transfers, Exceptions and Candidacy (CTEC) Form.
- Make sure that you have minimum total 30 credit hours for the master's program and 60* credit hours for the doctoral program including necessary credits of Research and Thesis/Dissertation (CIVL 7990 or 8990).
- <http://graduate.auburn.edu/current-students/committee-selection/>

*may include courses transferred from MS Degree



PLAN OF STUDY PREPARATION

- If you would like to use/transfer coursework from other institutions, use available space on the second page to enter transfer courses. Provide the institution and semester information. Please discuss with your advisor first what courses can be transferred before you enter the information in DegreeWorks.
- Maximum transfer credits are 15 hours for Master degree students.
- Maximum transfer credits are < 30 hours for PhD degree students.



CONTINUOUS ENROLLMENT POLICY

- All full- and part-time degree-seeking graduate students **must be continuously enrolled**. Continuous enrollment is defined as registration for **a minimum of one credit hour in at least two semesters** in a given academic year (fall, spring, summer) until the degree is awarded or status as a degree-seeking student is terminated through an official university withdrawal.
- Students must register for the term in which they **take their examinations, defend their dissertations, and complete degree requirements (including summer term)**. Although the Graduate School and individual graduate programs will monitor the enrollment status of graduate students, it is **ultimately the responsibility of graduate students** to ensure that they are meeting the enrollment provisions of this policy.
- “Per the continuous enrollment policy, GS would charge a student \$450 for every time he/she should have been registered for, up to a maximum of 4 terms **(\$1800)”**



RCL (REDUCED COURSE LOAD)

- All **international students** must register for **9 credit hours** in each semester except (1) using RCL form:

Type of Reduced Course Load	
<input type="checkbox"/>	Final Term: Student is graduating at the end of the term and does not need a full-course load to meet graduation requirements. <i>Student must be enrolled in Graduation Course UNIV 4AA0.</i>
<input type="checkbox"/>	Academic (First year only): Students can only request a reduced course load for an academic reason once and it must be within the first academic year. Academic reduced course load request must include a letter of explanation from the Academic Advisor or Professor. Students must remain enrolled in at least 6 credits. <ul style="list-style-type: none"><input type="checkbox"/> Initial Difficulties with English Language or English Reading requirements<input type="checkbox"/> Unfamiliarity with U.S. teaching methods<input type="checkbox"/> Improper course placement or sequence
<input type="checkbox"/>	Medical: Students can only request a reduced course load for a medical reason for up to 12 months of their program. A letter recommending the reduced course load from a U.S. licensed medical doctor (MD), doctor of osteopathy (DO), or licensed clinical psychologist is required. Please refer to Medical Reduced Course Load instructions.

- These requests are made to the Office of International Programs and are seldom granted.

ABT (ALL BUT THESIS)

- For Master of Science (MS) students (not MCE)
- Complete the [GRAD 6AA0 Thesis Registration Request](#) form online.

Who (must meet ALL of the first four requirements):

- Master's students who have completed all program coursework requirements and are engaged full time in the completion of thesis research or non-thesis project or in the preparation of the thesis or non-thesis project. Non-thesis course-only programs are NOT eligible for this request.
- Master's students who are concurrently enrolled in 7950, 7980, or 7990 for a minimum of one (1) credit hour.
- Master's students who are making significant progress towards the degree.
- Master's students who are making minimal use of the University facilities and resources.
- Domestic students on federal financial aid may also complete this form for loan deferment, provided they also meet the above requirements.



ABD (COMPLETED ALL BUT DISSERTATION)

- For PhD students
- After passing the **General Oral Exam** and completing required courses, students are ABD (All But Dissertation), they can take one to a few credits of CIVL 8990, and the Graduate School will automatically register "GRAD 8AA0 Authorized for Full-Course of Study".



MS VS. MCE OPTIONS

- Both require 30 hours of graduate credits
- **MS:** Thesis – written product of a systematic study of a significant problem, register CIVL 7990 (4–6 hours).
- **MS:** Comprehensive Exam – an assessment of the student’s ability to integrate knowledge of the area, show critical and independent thinking, and demonstrate mastery of the subject matter
- **MCE:** only 30 semester hours of graduate courses, which may include three credits of CIVL 7980 Engineering Project.



NOTES ON MS VS. MCE

- Graduate students are recruited as MS or MCE
- Typically, MS students are funded with an expectation to contribute to research culminating in a defended publishable thesis.
- The MCE is not an escape route from your commitment to your sponsor/advisor. You will only be allowed to change program with permission from your sponsor/advisor.



GENERAL PROCEDURES FOR PH.D.

1. Identify your major professor (advisor) as soon as possible
2. Establish an advisory committee
3. Plan courses for your study and submit the Committee Selection Form to the Graduate School
4. Arrange the general written and oral examinations (Written Qualifying Exams and oral Proposal Presentation/Exams)
5. Become familiar with Electronic Dissertation Guide
6. Request graduation check at one semester before graduation
7. Prepare dissertation and submit a committee-approved first draft of dissertation to the Graduate School for approval by the University Reader
8. Arrange for final oral examination (defense)



Ph.D. ADVISORY COMMITTEE

- Consult with your advisor
- At least four faculty committee members. Additional members may be added (but no more than one non-AU member, who must hold the terminal degree in the field).
- A majority of the Auburn University affiliated committee members, including the major professor, must be members of the Graduate faculty at Level 2.
- Dissertation reader for your Ph.D. dissertation approval and defense serves as a regular committee member.



COURSE REQUIREMENTS AND TIME LIMIT FOR Ph.D.

- Minimum 60 hours at the graduate level, including: 1) a **minimum** of 30 hours **graded course work**; and 2) a minimum of 30 hours of additional course work that may include ungraded courses (CIVL 7990 and 8990, Research & Thesis/Dissertation)
- The total number of credit hours that may be transferred from another accredited institution **must be <50%**. Such transfer credits must: 1) fall within the time limit of the degree; and 2) must be approved by the advisory committee and the GS.
- A maximum of **four hours of 7990** (Research and Thesis) from a completed master's program may be counted
- All doctoral students must complete **at least 10 hours of 8990**
- Time Limit: Students are expected to achieve **candidacy within six years** and to complete all requirements **for the degree within ten years**



SPEAKING SKILLS FOR INTERNATIONAL GTAS

- All international GTAs are required to submit evidence of satisfactory speaking skills. This can be demonstrated with a score of 23 or higher on the Speaking Section of the Internet-based TOEFL (iBT), or a score of 7 on the Speaking section of the IELTS, or a score of at least 4.5 on the iTEP test, which is administered at Auburn University prior to the start of classes.
- If these criteria are not satisfied, a student will be required to enroll in a course (INTL1820) designed to improve the oral communication skills of international GTAs. The student has to finish and pass the course before he/she can be hired as GTA.
- The rule does not apply to Graduate Assistants (GAs) who do not involve direct instruction, e.g., grading, preparing labs, etc.



ACADEMIC HONESTY AT AU

- Auburn Creed (*G. Petrie 1943*)
 - “I believe in honesty and truthfulness, without which I cannot win the respect and confidence of my fellow men.”
- AU Academic Honesty Code
 - *AU Website → Students → Academic Success → Academic Honesty Code*
 - Types of Violations
 - Forging/misusing documents
 - Use/provision of unauthorized materials/assistance
 - Submitting work that is not your own or taking credit for someone else’s work—*plagiarism*
 - Other instructor or advisor specified violations



HONESTY IN ENGINEERING

- ASCE Code of Ethics

- Engineers

- *have zero tolerance for ... fraud ..., and report violations to the proper authorities (Society d)*
 - *uphold the honor, integrity, and dignity of the profession (Profession a)*
 - *only take credit for professional work they have personally completed (Peers a)*
 - *provide attribution for the work of others (Peers b)*



FOLLOW THE RULES

- Understand instructor policies ahead of time
 - Exams, quizzes
 - What reference materials/resources are permitted?
 - What calculators are permitted?
 - Communicating during exam/quiz? → **NO**
 - How much time will be given?
 - Assignments (homework, reports, projects)
 - Is collaboration permitted?
 - What sources are you allowed to consult?
 - From what sources may you borrow/report information?



PLAGIARISM

- *Plagiarism* occurs when a writer deliberately uses someone else's **language**, **ideas**, or other **original** (not common-knowledge) **material** without **acknowledging** its source
(Council of Writing Program Administrators 2003--<http://wpacouncil.org/positions/WPAplagiarism.pdf>)
- Resources for best practices
 - Purdue U. Online Writing Lab (OWL)
 - *Avoiding Plagiarism* <https://owl.english.purdue.edu/owl/resource/589/1/>
 - Your instructor or supervisor
 - Your style guide



ACKNOWLEDGE USE OF WHAT?

- Words of others
- Ideas of others
- Information gained from interviews or correspondence
- Visual images (diagrams, charts, tables, pictures, etc.) developed by others
- Reuse or reposting of electronic media



HOW TO ACKNOWLEDGE?

- For **all** of these types of borrowed information, you must **cite** your original source.
- If you do not include a citation, you are implying that the material/idea is originally yours!
- **In addition**, you must clearly indicate when you are quoting an **exact combination of words** used by your source.
 - Short items—enclose quote in quotation marks
 - Long items—use block quote
- Consult your style guide for specific rules



HOW TO CITE SOURCES?

- Two elements are **mandatory**:
 - A citation in the text that identifies the source of each borrowed item
 - A reference list that provides the information needed to locate each source
- Use *appropriate style* for citations and reference list
 - Specified by instructor/supervisor
 - Chicago Manual of Style (CMS)
 - ASCE (or other) journals
 - Others (MLA, APA?)



AI ETHICS

- Thesis and Dissertation AI Disclosure

Artificial Intelligence (AI) Use Disclosure Statement

1" top margin

two blank lines

If AI tools were used, complete and use the following statement:

In the preparation of this thesis / dissertation, the following Artificial Intelligence (AI) tools were used: [list specific tools]. These tools were used primarily to [describe specific functions]. The author acknowledges full responsibility for the intellectual content of this work and has ensured that all AI-assisted sections have been reviewed and revised for accuracy and appropriate academic style. All AI-generated content was reviewed and validated for relevance, appropriateness, and accuracy before incorporation into the final document to maintain scholarly integrity of this research.

1" left margin

1" right margin

If no AI tools were used, use the following statement:

In the preparation of this thesis / dissertation, no Artificial Intelligence (AI) tools were used.

TRAINING FOR RESEARCHERS OLD AND NEW

- Auburn libraries: Savvy Researcher Boot Camp
- <https://libguides.auburn.edu/SRBCcalendar>
- Responsible conduct of research training from the office of sponsored programs

[ORIC - Responsible Conduct of Research \(RCR\) \(auburn.edu\)](https://libguides.auburn.edu/SRBCcalendar)

<https://cws.auburn.edu/OVPR/pm/compliance/rcr/home>

Savvy Researcher Calendar

Click on the workshop titles in the calendar below to register for workshops.
Important - Take care that you do not select workshops with times that overlap or conflict with each other.

Click here to see descriptions of each workshop. Email savvy-researcher@auburn.edu if you have questions.

Time							
9:00							
9:30	Intro to Writing Literature Reviews	Boolean Searching	Data Management for Scientific Workflows	Timeboxing: How to Maximize Your Day	Creating Graphics & Video Using Adobe	Intro to LaTeX	
9:30							
10:00							
10:00	Break						
10:15							
10:45	Foster Success as a Graduate Student	Conducting a Literature Review: Search Strategies (90 min.)	Ethical Data Practices	Intro to Systematic Reviews (90 min.)	Presentation Skills & Software	Understanding & Navigating the Scholarly Communication System	
10:45							
11:15			Mendley Clinic			Boolean Searching	
11:15							
11:45							
11:45	Break						
12:00	Lunch Hour Presentation Funded Research Seminar Register for the Lunch Presentation						
12:00							
1:00	Break						
1:15							
1:15	Intro to Endnote (75 min.)	Intro to Zotero (75 min.)		Intro to SciFinder & Reaxys for Chemistry Research (75 min.)			
1:30			LaTeX: Bibliographies, Images, & Tables	Designing Your Academic Poster	Business Writing: Tips & Strategies	Searching Scholarly Literature, Biology & Agriculture	
2:00							
2:00							
2:30							
2:30	Break						
2:45							
2:45	Intro to Qualtrics	Library Services for Graduate Students	Finding Scholarly Literature: Engineering	Exploration of Digital Humanities Tools & Methods	Google Scholar Tips & Tricks	AMA (Ask Me Anything): Business Research	Using Infographics in Presentations & Lectures
3:15							
3:45							



KEYS TO GRADUATE SUCCESS IN AUBURN CEE

- Start quickly
- Manage your time
- Meet with your advisor often
- Set your own deadlines
- Be very familiar with the graduate school website and CEE graduate program website
- Know the graduate school and academic calendars better than your advisor
- Don't wait for your advisor to tell you what to do, be proactive!
- Write!



OTHER TIPS AND ADVICE

- **Respect each other**
- Be aware of and follow all university policies and deadlines
- Remember, bad news only gets worse with time
- Balance your research and coursework
- Participate in and serve on various student organizations (ASCE, Chi Epsilon, ITE, WEF, EWB, GSC...)
- Attend local and national meetings
- Participate in the AU Engineering Research Showcase poster competition in **November!**



SECURITY AND SAFETY

- AU Travel with Care: <http://www.travelwithcareauburn.com/>
- Personal and property: Exercise caution and common sense
- Police/Fire/Medical Emergency: Dial 911
- [AU Public Safety & Security/Emergency Management](#) (334) 844-8888
- [AU Risk Management & Safety](#) (334) 844-4870
- [Non-Emergency City of Auburn Police/Fire](#) (334) 501-3100
- [AU Threat Assessment Team](#) (334) 844-5010
- AU Emergency Information (334) 844-0911



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