

2023 GRADUATE STUDENT ORIENTATION

DEPARTMENT OF CIVIL AND
ENVIRONMENTAL
ENGINEERING

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AGENDA

- Welcome (GPO, Dr. Anderson)
- Self-introductions
- Associate Chair's greetings (Dr. Timm)
- Introduce CE staff and graduate program committee members
- Graduate School Resources and Personnel (Dr. Anderson)
- Laboratory Safety (Gerald John & Mal Jenkins)
- The Nature of Graduate Study (Dr. Perez)
- CEE Graduate Policies, Procedures, Expectations, and Responsibilities (Dr. Anderson) – Academic Progress, Degree Requirements, Assistantships, and Tuition Fellowships, Deadlines, Academic Honesty, Tips for Success





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INTRODUCTIONS





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ASSOCIATE CHAIR GREETINGS





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**CIVIL AND
ENVIRONMENTAL
ENGINEERING
STAFF**



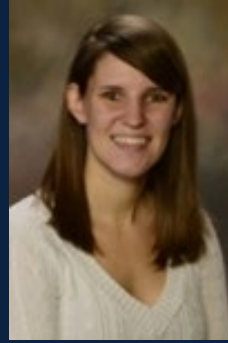
DEPARTMENT ADMINISTRATIVE STAFF



Dr. Andrzej
(Andy)
Nowak
Department
Chair



Dr. David
Timm
Assoc.
Department
Chair



Katie Falls
Office Supervisor
GRA/GTA Hiring
GP General Info



Mary Beth (Bugg) Sayre
Grad Academic Sup.
Course registration
Student office, keys, card swipe



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**



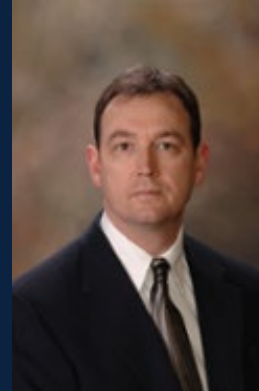
CIVIL AND ENVIRONMENTAL ENGINEERING GRADUATE PROGRAM COMMITTEE



J. Brian Anderson (Chair)
Geotechnical



Xing Fang
Water Resources



Jim S. Davidson
Structural



Michael A. Perez
*Construction
Management*



Rod Turochy
Transportation



Joel Hayworth
Environmental



Ben Bowers
Pavement/Materials



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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

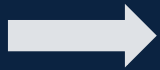


Ashley Ray



Penny Christopher
International Admissions Processing

Matriculation Advisors



MacKenzi Griggers (A-I)
334-844-2129
mrg0014@auburn.edu



Ibrahim Kareem (J-R)
334-844-2124
ilk0001@auburn.edu



Sherry Ray (S-Z)
334-844-2131
raysher@auburn.edu



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/>



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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



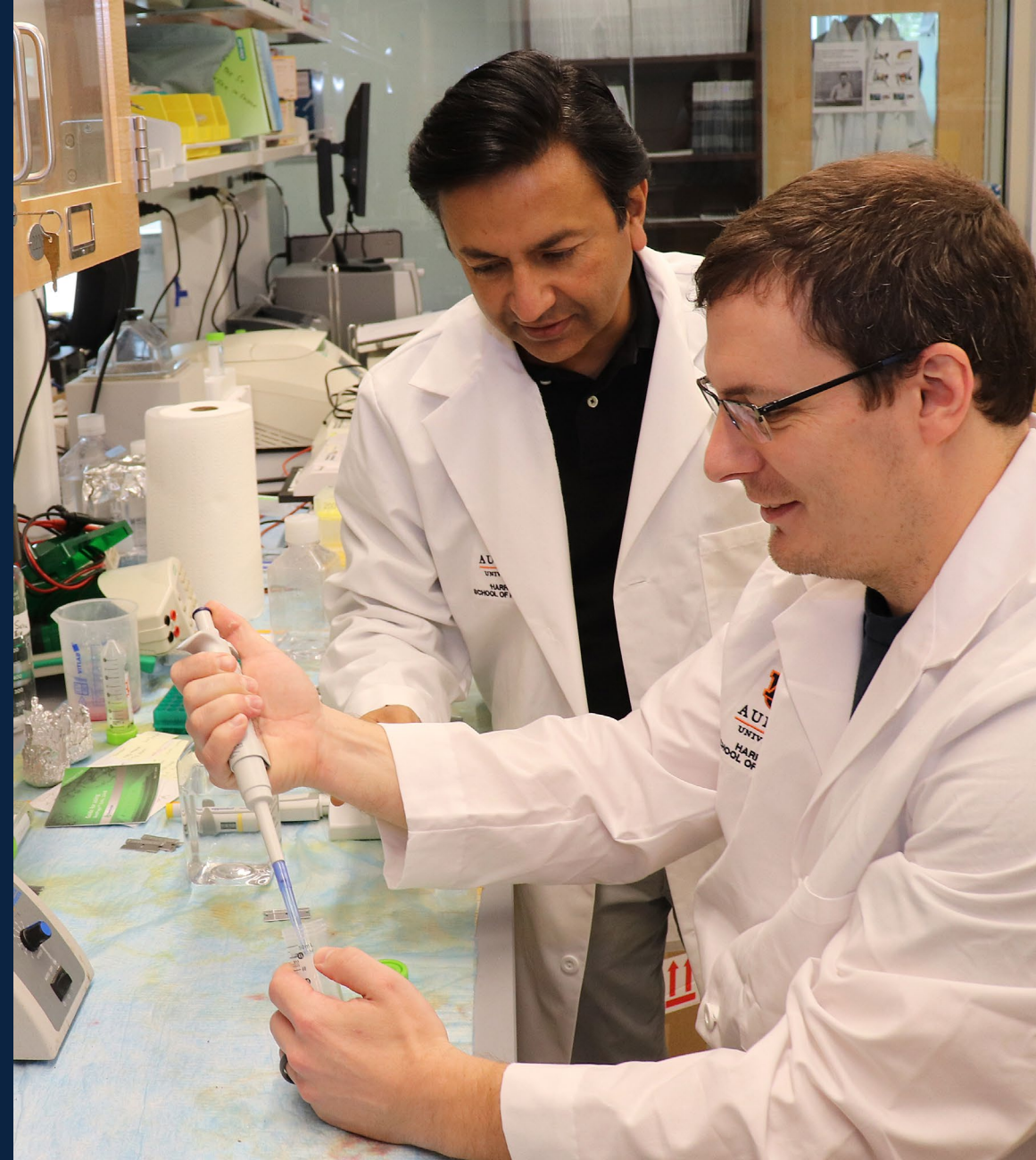
EXPECTATIONS

- 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'. A video player is embedded, showing a testimonial from Jaime Schussler, a PhD student in Auburn Civil and Environmental Engineering. The video thumbnail shows a woman in a blue polo shirt with 'HERMIT RESEARCH CENTER' and 'AUBURN' logos, looking down at a site. The video player includes a play button, a watch later icon, and a share icon.



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 334-844-4320
- 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 is 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
 - Generally, one year commitment

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 \$1500/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 not on assistantship under certain conditions



GRADUATE TUITION FELLOWSHIPS

- Registered for **at least 1 hour, but not more than 15 hours (9 hours considered as full time)**, of course work including the summer semesters.
- 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.



AUBURN AND THE STATE OF ALABAMA IS MAKING A SIGNIFICANT INVESTMENT IN YOUR EDUCATION

Tuition fellowships are provided by the graduate school to students who are supported at 0.5 FTE or 20 hrs per week appointment. Out of state tuition remission is provided by State of Alabama for students on GTA/GRA Appointment.

Assistantship	\$18,000/year (or more)
Tuition Fellowship	\$18,846 in state
Tuition Fellowship	\$50,862 (\$18,846 + \$32,016) out of state/international
Health Insurance Subsidy	\$1100/semester (fall & spring)
MS total 2 years	$\$36,000 + \$37,692 + \$4400 = \$78,092$ (in state)
	$\$36,000 + \$101,724 + \$4400 = \$142,124$ (out of state, international)
PhD total 4 years	$\$72,000 + \$72,258 + \$8800 = \$156,058$ (in state)
	$\$72,000 + \$203,448 + \$8800 = \$282,248$ (out of state, international)



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 (**have to 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 (churches, private individuals)



GRADUATE PROGRAM ASSESSMENT (GPO)

- Program Assessment
 - MS thesis defense assessment
 - PhD dissertation defense assessment
- Graduate School Required Assessments
 - PhD student annual evaluation
 - GTA annual evaluation (course evaluation from students)



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)
- 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.



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), you can contact Mary Beth (Bugg) Sayre by email (meb0007@auburn.edu) for help.
- 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 masters 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/>



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 (qualifying) exam and completing required courses, students are ABD, 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 the 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 SPEAK 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-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?)



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
- All students will be required to complete
- TBA

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
10:00-10:15	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
11:15-11:45			Mendley Clinic		Boolean Searching	
12:00-12:00	Break					
12:00-1:00	Lunch Hour Presentation Funded Research Seminar Register for the Lunch Presentation					
1:00-1:15	Break					
1:15-1:30	Intro to Endnote (75 min.)	Intro to Zotero (75 min.)		Intro to SciFinder & Reaxys for Chemistry Research (75 min.)		
1:30-2:00			LaTeX: Bibliographies, Images, & Tables	Designing Your Academic Poster	Business Writing: Tips & Strategies	Searching Scholarly Literature: Biology & Agriculture
2:30-2:45	Break					
2:45-3:15	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
3:15-3:45					Using Infographics in Presentations & Lectures	



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 others**
- 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



2023 GRADUATE STUDENT ORIENTATION DEPARTMENT OF CIVIL AND ENVIRONMENTAL ENGINEERING

J. Brian Anderson, Ph.D., P.E.

Graduate Program Officer

Professor - Civil and Environmental Engineering

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