2022 Graduate Student Orientation
Department of Civil and Environmental Engineering

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Check more information from the CEE graduate program web site:
http://eng.auburn.edu/cee/academics/graduate/index.html
Agenda

- Welcome (GPO, Dr. Fang)
- Self-introduction of faculty and students
- Chair’s greetings (Dr. Nowak)
- Introduce CE staff and graduate program committee members
- Various topics presented by Graduate Coordinators
- CEE graduate study information (GPO) - Degree requirements, assistantship, and tuition waiver
Meeting the Key Staff

Dr. Nowak
Department Chair

Dr. Timm
Associate Chair

Katie Falls
Office Supervisor
GRA/GTA Hiring
GP General Infor

Denise Minopoli
Academic Sup.
Course registration
Student office

Yury Morales
Financial
/Travel Info

Corie McConnell
Financial (HRC)
/Travel Info

Ashley Winfree
Academic Advisor
Course registration
(Undergraduate)
Graduate Program Committee

Xing Fang (Chair)
Water Resources

Jim S. Davidson
Structural

Jack Montgomery
Geotechnical

Michael A. Perez
Construction Management

Huaguo Zhou
Transportation

Joel Hayworth
Environmental

Benjamin Bowers
Pavement/Materials
Website of CEE Graduate Admission and Graduate Studies

- http://eng.auburn.edu/cee/academics/graduate/
The Nature of Graduate Study (Dr. Perez)

- Different from most previous educational experiences
- Requires more self-direction and self-motivation
- More challenging and intellectually rewarding
- Little time to waste – if you don’t know, ASK!
- Needs to deal with real-world problems (e.g., research projects, thesis, dissertation, proposals)
- Develop a professional identity (e.g., presentations, publications, teaching, …)
- Need to cope with multiple tasks
- Career planning and job search
Expectations!

- Exhibit great initiative, self-motivation, and innovation
- Make contributions to your field of study
- Outwork your mentors and become an expert in your field of study
- Uphold the outstanding quality and tradition of graduate education at Auburn
About Your Advisor

• Academic mentor

• Keep close communications with the advisor: inform him/her your academic progress or problems at all times

• Get advice about course work selection, research topics and methods, …, have regular meetings

• Contact the GPO/Department Chair/Graduate Coordinator/Advisory Committee for other needed helps.
The Best Learning Experience

- People around are more like family. That includes fellow students, administrators, and your professors. This should be one of the best learning experiences of your life!

- Remember – it is important to have fun but do not ever forget that **someone is always watching you**
Graduate Program Assessment (GPO)

- MS thesis defense assessment
- PhD dissertation defense assessment
- PhD student annual evaluation
- GTA annual evaluation (course evaluation from students)
**PhD Student's Annual Scholarly Activity Report:**

Please provide the number of "publications" that you completed between September 1st 2020 and August 31st 2021.

**Research/Creative Work for the 2020 - 2021 Reporting Period:**

Please provide the number of "publications" that you completed between September 1st 2020 and August 31st 2021. If none exist in any category for this time period, put a "0" in at least one box.

<table>
<thead>
<tr>
<th>Scholarly Activity Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refereed journal articles</td>
<td></td>
</tr>
<tr>
<td>Non-refereed journal articles</td>
<td></td>
</tr>
<tr>
<td>Refereed conference presentations (that have been published in proceedings or abstracts)</td>
<td></td>
</tr>
<tr>
<td>Non-refereed conference presentations (that have been published in proceedings or abstracts)</td>
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<tr>
<td>Refereed book chapters</td>
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<tr>
<td>Non-refereed book chapters</td>
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<tr>
<td>Book reviews in academic journals</td>
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<tr>
<td>Book reviews in popular press</td>
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<tr>
<td>Creative works</td>
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<tr>
<td>Patents and/or patent applications</td>
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<tr>
<td>Awards and recognitions</td>
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</table>
Graduate Program Assessment

Please rate the following outcomes using the following scale:

<table>
<thead>
<tr>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Strongly Disagree</th>
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</table>

**CATEGORY**

10 9 8 7 6 5 4 3 2 1

**ABILITY TO SOLVE ADVANCED PROBLEMS**

1. Effectively apply basic engineering knowledge in the formulation of the dissertation

2. Develop/carry out/complete a research program technically

**ABILITY TO CONDUCT RESEARCH INTO NEW IDEAS**

3. Effectively develop/propose a valid research plan

4. Competently implement research plan

5. Able to collect quality data (in lab, field or by models)

6. Appropriately draw conclusions from research

7. Prepare/submit/publish peer-reviewed papers
## Graduate Program Assessment

<table>
<thead>
<tr>
<th>WRITTEN COMMUNICATION SKILLS</th>
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<tbody>
<tr>
<td>8. Properly organize research work in the dissertation</td>
</tr>
<tr>
<td>9. Clearly write/present the information for easy access</td>
</tr>
<tr>
<td>10. Clearly state objectives and scope of research</td>
</tr>
<tr>
<td>11. Clearly document and explain statistics of data</td>
</tr>
<tr>
<td>12. Clearly explain research results using tables and figures</td>
</tr>
<tr>
<td>13. Properly quote information and document references</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>ORAL COMMUNICATION SKILLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>14. Have an effective communication structure for the presentation</td>
</tr>
<tr>
<td>15. Clearly present objectives &amp; scope of the research</td>
</tr>
<tr>
<td>16. Clearly present key observations/simulations</td>
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<tr>
<td>17. Thoroughly explain tabular and graphic results</td>
</tr>
<tr>
<td>18. Properly make valid conclusions</td>
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<tr>
<td>19. Have relevant slides and communicate content effectively</td>
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<td>20. Respond to questions concisely and accurately</td>
</tr>
</tbody>
</table>
Intellectual Property (Dr. Anderson)

• Be careful with Intellectual Property and Plagiarism

• Authorship after graduation using the data/materials generated at Auburn during the graduate study
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 ➔ Student Policy eHandbook*
  - **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
Plagiarism

- Occurs when a writer deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without acknowledging its source

- 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.

• **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 mandatory elements**
  - A citation in the text that identifies the source of each borrowed item
  - A reference list that provides the information needed to find each source

• **Consistently use appropriate style**
  - Specified by instructor/supervisor
  - Chicago Manual of Style (CMS)
  - ASCE (or other) journals
  - Others (MLA, APA?)
Writing Skills for Graduate Study (Dr. Perez)

- Write a lot (project reports, proposals, thesis/dissertation, conference/journal papers)
- Focus on improving writing skills: Is the methodology sufficiently well explained such that someone else knowledgeable about the field could repeat the study?
- Does the manuscript present a specific, easily identifiable advance in knowledge? Is it applicable and useful to the profession?
- Are the results soundly interpreted and related to existing knowledge on the topic?
- Are the conclusions justified? Do they follow logically from data presented?
Academic Progress (GPO)

- **GPA:** must maintain a cumulative GPA of 3.0 (B) on all graduate courses. If GPA falls below 3.0 at the end of any semester, the student will be placed on academic probation.
- Probation must be remedied within the next 11 credit hours or two consecutive terms (summer terms?). Otherwise, 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.
- **Repeat** the course with D or lower grade (exception?).
- 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 B or A 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 Denise Minopoli by email (dlm0053@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 **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.
THE GRADUATE SCHOOL  
Auburn University  

Plan of Study Worksheet

Date:  
Name:  
Banner ID:  
Department:  
Program:  
Degree:  

Courses at Auburn University  

* 10 Year time limit for PhD Coursework / 6 Year time limit for Master’s Coursework

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Prefix / Course #</th>
<th>Sem / Yr</th>
<th>Sem Hours</th>
<th>Notes</th>
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<tbody>
<tr>
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</table>

### Transfer Courses

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>Course Title</th>
<th>Prefix / Course #</th>
<th>Sem / Yr</th>
<th>Sem Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>State University</td>
<td>Seminar on South Africa</td>
<td>HIST 5950</td>
<td>Fall 2013</td>
<td>3</td>
</tr>
<tr>
<td>State University</td>
<td>Methods Seminar</td>
<td>HIST 6001</td>
<td>Fall 2013</td>
<td>3</td>
</tr>
<tr>
<td>State University</td>
<td>Seminar on US Civil War</td>
<td>HIST 6401</td>
<td>Spring 2014</td>
<td>3</td>
</tr>
<tr>
<td>State University</td>
<td>Health and Society in Latin America</td>
<td>HIST 5950</td>
<td>Fall 2014</td>
<td>3</td>
</tr>
<tr>
<td>State University</td>
<td>Age of Thomas Jefferson</td>
<td>HIST 5530</td>
<td>Fall 2014</td>
<td>3</td>
</tr>
<tr>
<td>State University</td>
<td>African American Int and Cultural Hist</td>
<td>HIST 5645</td>
<td>Spring 2015</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Semester Credit Hours**: 0

**Total Credit Hours**: 0
Make sure that you have **minimum total 30 credit hours for the master program and 60 credit hours for the doctoral program including necessary credits of Research and Thesis/Dissertation (CIVL 7990 or 8990)**

The link for CTEC Form

http://graduate.auburn.edu/current-students/committee-selection/
Log in using your AU Username and Password

Committee, Transfers, Exceptions and Candidacy (CTEC)

Use this form to notify the Graduate School of your committee. Select your Program first, then complete the Committee Membership section. Read more about CTEC rules.

Student Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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<tbody>
<tr>
<td>BannerID</td>
<td></td>
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<tr>
<td>GID</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td>Bushra</td>
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<tr>
<td>Middle</td>
<td></td>
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<tr>
<td>Last Name</td>
<td>Tasnim</td>
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<tr>
<td>Program</td>
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</table>

You must select a program from the dropdown list before continuing with the form. If your program is not listed, please contact your Graduate School advisor at gradadm@auburn.edu or at (334)844-4700.
Committee Membership

Enter the official Auburn University emails (based on 7-character usernames) for each committee member and click Verify Email Addresses, and their names will automatically populate. Example: abc0123@auburn.edu.

For a committee member from another institution, enter the full email address. After you click Verify Email Addresses, you will be able to enter the committee member’s name and attach the required CV.

Please make sure all Auburn University emails properly verify, else the form may not be accepted.

Having trouble getting an email address to validate? Please read more about the validation process.

<table>
<thead>
<tr>
<th>Chair Email: *</th>
<th>Chair Name:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Co-Chair Email (if applicable):</th>
<th>Co-Chair Name:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Member 1 Email (if applicable):</th>
<th>Member 1 Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member 2 Email (if applicable):</td>
<td>Member 2 Name:</td>
</tr>
<tr>
<td>Member 3 Email (if applicable):</td>
<td>Member 3 Name:</td>
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</table>

<table>
<thead>
<tr>
<th>Member 4 Email (if applicable):</th>
<th>Member 4 Name:</th>
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</thead>
<tbody>
<tr>
<td>Member 5 Email (if applicable):</td>
<td>Member 5 Name:</td>
</tr>
</tbody>
</table>

[Submit]
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 need to register for **9 credit hours** in each semester except (1) using RCL form:

<table>
<thead>
<tr>
<th>Type of Reduced Course Load</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Final Term</strong>: Student is graduating at the end of the term and does not need a full-course load to meet graduation requirements. <em>Student must be enrolled in Graduation Course UNIV 4AA0.</em></td>
<td></td>
</tr>
</tbody>
</table>
| **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. | - Initial Difficulties with English Language or English Reading requirements  
- Unfamiliarity with U.S. teaching methods  
- Improper course placement or sequence |
| **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. |
(2) 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.
(3) ABD (completed All But the 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 6AA0 Authorized for Full-Course of Study”. 
**MS vs. MCE Options**

- **Both** require 30 hr graduate credits
- **MS: Thesis** – written product of a systematic study of a significant problem, register *CIVL 7990 (4–6 hour)*.
- **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.**
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 GS 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 advisor-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
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
Financial Supports and Criteria

• To be qualified for full tuition fellowship:
  Must be a \textit{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 \textit{(not for summer)}
• Tuition support for the third semester not on assistantship under certain condition
• Tuition waivers under current agreements remain effective (e.g., CSC Scholarship Program)
Graduate Tuition Fellowships

• Students on **academic probation** lose the benefit of the full tuition waiver. **Must pay tuition at the in-state rate.**

• 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 suspension** lose all benefit of the tuition waiver because 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**
- CE PhD covers **66 credits**
- CE MS & MCE + PhD **99 credits**
- Including all AU courses (**prerequisites**)  
- **Special rule** for the last semester with at least one credit under the tuition fellowship.
Speaking Skills for International GTA

• 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 50 on the SPEAK test, which is administered at Auburn University prior to the start of classes.

• A student may be asked 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.
Lab Safety

• **Online lab safety training** for all new graduates who use labs to do research.

• Making **hazard identification and risk assessment processes** as an integral part of the experimental design, thesis & dissertation research, extramurally funded projects, students organization projects, and undergraduate/graduate education.
Other Tips and Advices

• Respect each other when sharing the same office (clean graduate offices, take out garbage can)
• Respect university policies and deadlines
• Balance your research and coursework
• Participate in and serve on various student organizations (ASCE, Chi Epsilon, ITE, WEF, EWB…)
• Attend local and national meetings
• Participate in AU Engineering poster competition in November!
Notes for International Students

- Office of International Programs (OIP) – your first stop!
- [http://www.auburn.edu/academic/international/index.php](http://www.auburn.edu/academic/international/index.php)
- Immigration papers, Insurances, 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 travels
- 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)
- International student organizations
Security and Safety

- AU Travel with Care: http://www.travelwithcareauburn.com/
- Personal and property: Exercise caution and common sense
- Lab safety training: required!
- 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 Facilities (334) 844-4357
- AU Emergency Information (334) 844-0911
Savvy Researcher Boot Camp: Take Your Research to a Higher Level!

- **When**: Saturday, September 10, 2022, 9:00 am – 3:30 pm
- **Where**: Workshops offered online via Zoom
- **Sampling of Workshops**:
  - Writing Literature Reviews (offered by University Writing)
  - **NEW**: Intro to Graduate Level Writing (offered by University Writing)
  - Finding Sources for Your Literature Review
  - Intro to Systematic Reviews
  - Google Scholar Tips & Tricks
  - Intro to Zotero | EndNote | Mendeley Clinic
  - Intro to LaTeX | LaTeX: Bibliographies, Images, Tables
  - **NEW**: Special Collections & Archives: Research Tools & Strategies
  - **NEW**: Intro to Tableau (data visualization)
  - **NEW**: Intro to Statista (consumer data)
  - **NEW**: Research Poster Design (Adobe InDesign)
  - **NEW**: Education & Psychology database searching
  - **NEW**: Searching PubMed/Medline
  - **NEW**: SciFinder (chemical info & scholarly literature)
  - Locating Race and Ethnicity Census Data
  - Market Demographics & Consumer Behavior
  - Tour of Digital Scholarship Tools
  - Getting Started with NVivo
  - Data Management for Scientific Workflows
  - Publishing Your Work
  - Research Impact & Scholarly ID
  - Setting up Search Alerts: Be in the Know!
  - Researcher & Student Success (offered by Academic Coaching in Academic Support)
Thank You!
Questions?

Enjoy Your Auburn Experience and Looking to the Future

War Eagle!