Graduate Student Development and New Student Orientation

Judy Crabtree, Ph.D.
Welcome new students & postdocs!

PhD:
Ngozi Ogbonnaya (Miele)
Jennie Lacour (Grabczyk)

Postdoctoral Fellows:
Dr. Deniz Ucar (Miele)
Dr. Zhipin Liang (Xi)
Dr. Bin Yi (Xi)
Dr. Hongyou Zhao (Xi)
Dr. Ruixia Ma (Xi)
Dr. Guanyi Zhang (Liu)
Ms. Chanda Camese  
Business Manager  
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Your professional life begins now

- We are here to help you start building your professional reputation

- Peers, faculty, scientific community
  - LinkedIn profile
  - Start your CV

- Visibility and Networking is important!
  - Within department
  - Within LSUHSC
  - With leaders in the field – seminar speakers, at national meetings
Standards of Behavior

- **Promptly** attend class, seminars, meetings
  - Show respect for speakers/lecturers – silence your phone, pay attention

- Be prepared
  - Show up (mentally and physically)
  - Homework completed on time
  - Lab notebook up to date, read literature

- Follow safety regulations
  - Complete training modules on time
  - Adhere to PPE and waste disposal requirements

- Adhere to departmental/LSUHSC policies
  - Equipment usage/signup – Shared equipment rooms
  - Absences and leave forms
  - Grant/poster submission deadlines

- Honesty and integrity
  - Plagiarism and academic misconduct will not be tolerated
Time Management

- Everyone is busy. You are *supposed* to be busy!
- You will only get busier, so develop effective time management skills NOW.
- Plan ahead. Think ahead.
- Are you overcommitted? If so, prioritize! If you need help prioritizing, ask for it.

Tips:
- If you need to meet with faculty, email to set up an appointment
- Use your Outlook or phone calendar – block off time for experiments, reading, writing, lab meetings, seminars, etc., then stick to it.
- Before you leave today, know what you will be doing tomorrow.
- Respect deadlines – homework, travel, posters, routing, grants
  - Your lack of planning does *not* constitute an emergency for anyone else.
Email Etiquette

- Everyone gets a lot of email!
- Tips:
  - Be judicious - do you really need to send an email?
  - Be concise, polite, and include relevant subject line.
  - Provide all the necessary information including dates, times, deadlines, locations.
  - Do not use ALL CAPS or grossly over format
  - Do not put anything in an email that you would not want to see on the front page of *The Advocate*.
  - Be careful that your email conveys the intended tone.
  - Respond to emails (at least say “thanks”)

Professionalism
Giving a Seminar

- **Be professional**
  - Dress appropriately
  - Do not chew gum
  - Silence your own cell phone (or leave it at your desk)!
  - Make sure any jokes are professional and appropriate for your audience

- **Be prepared**
  - Practice seminar in front of advisor and labmates
  - Check projected slides – colors often change/don’t project well
  - Check any embedded videos – do they run on seminar equipment?
  - Avoid presenting new data that your advisor has not seen

- **Use a pointer**
  - One is available from Tara or Dr. Crabtree
Your Graduate Career

- Year 1: classes, laboratory rotations
- Year 2: classes, research
  - PI and laboratory selected, begin research
  - Qualifying Exam the summer after your second year.
    - Departmental requirement
- Year 3: research
  - Prospectus in Spring semester
    - Institutional requirement
  - Dissertation committee selected
- Year 4+: research
  - Dissertation committee meetings every 6 months
  - Dissertation defense
  - Congratulations, you are Phinally Done!!
Attendance

- All Genetics graduate students and postdocs are required to attend and participate in the following departmental activities:
  - Departmental Seminars
  - Lunches with non-LSUHSC seminar speakers
  - Fall Journal Club (Dr. Liu)

- Optional (but recommended) activities:
  - Outreach opportunities (Drs. Tsien and Gregory)
  - School of Graduate Studies events (grad students)
  - Other campus-wide activities
Genetics Seminar Series (GENET299)

- 11 am, second and fourth Friday of each month
  - Second Friday is a speaker from outside Genetics
  - Fourth Friday is a student/postdoc from within Genetics
  - CSRB 563

- Notified by email, CSRB 6th floor elevator lobby signage

- Students will present once/year, 30 min talk
  - Postdoc 45-50min talk
  - First year students do not present
  - Must present 3 seminars in addition to Dissertation Defense

- Mandatory attendance
  - Sign in sheet, please be on time
  - Mentor/Department chair contacted after 2 absences
  - Unsatisfactory if 3 or more absences/year.
Lunch with Outside Seminar Speakers

- Held right after seminar, 12-1pm, GCR
- Free food!
- Plan ahead – this is a networking opportunity!
  - Prepare a <3 minute explanation of your research project, where you are from, in which lab you work
  - Have a list of questions to ask the visitor
  - Read visitor’s CV
  - Example questions:
    - How did select a postdoctoral lab?
    - How did you get into the field of ________?
    - How do you balance your home and professional life?
    - Ask questions about their research and/or seminar
  - Work with your peers to identify a “lead” person who will be responsible for keeping the conversation going if needed
  - Remember you are representing LSUHSC and the Department. This is NOT the forum to air your personal grievances or complain about your experiences. Be professional at all times!!
<table>
<thead>
<tr>
<th>Presenter</th>
<th>Affiliation</th>
<th>Host/PI</th>
<th>Scheduled Seminar Date</th>
<th>Time &amp; Location</th>
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<tbody>
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<td>No seminar</td>
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<td>12-Aug-16</td>
<td>11am, CSRB 563</td>
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<td>Michael Lan</td>
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<td>Ham Farris</td>
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Journal Club – Fall only (GENET290)

- Wednesdays, 2:30-3:30pm in GCR
- Begins in September
- Directed by Dr. Wanguo Liu
- Students present once/fall
  - Evaluated by peers
- Attendance is mandatory
- Evaluation sheets must be completed
Medical Genetics Clinic (GENET271)

- Spring of second year
- Schedule set by Drs. Marble and Lacassie
- Wear professional clothing (business casual)
  - No jeans, no flip-flops, no gum
  - Dr. Lacassie requests lab coat be worn
- HIPAA modules in CITI training are required before taking this class.
- Remember patient confidentiality. No public discussion of clinical information or patient records.
- A seminar is required at the end of this class
  - Case report presentation
Teaching Requirement

- It is recommended that students teach one formal lecture in any of the courses offered by the departmental faculty to undergraduate or master’s level students.
  - List of courses/instructors with whom you may partner will be provided
  - Typically nursing or allied health courses, see Drs. Tsien and Gregory
- Teaching shall only take place after the second year qualifying exam and before the semester in which the student is defending their thesis.
- Students are responsible for:
  - Setting up the teaching session
  - Developing lecture material to be presented
- Work with your mentor to develop lecture materials.
Student Leave Policy

- Students do NOT accumulate annual or sick leave.
- Annual leave must be approved by mentor.
- Fill out the Graduate Student leave form,
  - Online - Genetics home page under Administration (see above)
- 3 or more sequential sick days requires a physician note.
- Extended leave may result in suspension of stipend.
Room Reservations

- Students may schedule the genetics conference room
  - Click on Room Reservations, then Genetics Conference Room
  - Sign in with credentials
  - Add an appointment to the calendar to reserve the room for your meeting
  - This link will also get you to the campus-wide room reservation system.
  - Different system in the LCRC – work with Josh Lovell (jlove1@lsuhsc.edu) if you need assistance.

http://www.medschool.lsuhsc.edu/genetics/
Travel

- Discuss all work-related travel with Tara before making any arrangements and before submitting an abstract
  - International travel requires additional permissions
  - Significant lead time is required for approvals
  - Discuss submission and meeting registration payment options
- Complete a Travel Prior Approval form
- Must use Short’s Travel for airfare

- Always apply for travel awards
  - Graduate School
  - Meeting-specific Travel Awards
  - AWIS
Grant Submissions are encouraged!

- **F30 (MD/PhD) or F31 (PhD)**
  - Minority options
- **Read those submitted by others**
- **Notify Chanda (at least 2-3 months prior to due date)**
- **Discuss budget**
- **Route (hard copy/yellow sheet) for LSUHSC approval**
  - 10 days prior to grant deadline
  - via Chanda
    - Includes budget, budget justification, abstract
- **Submit grant (electronic copy) to Chanda/Office of Research Services**
  - 5 days prior to grant deadline
- **Work with your mentor to prepare application**
Grant Submission Guidelines

▪ Print and **READ** directions for grant submission
  ▪ Highlight important requirements for that particular granting agency
▪ Budget – what will they pay for (or NOT pay for)?
▪ Due dates
▪ Font and format – Arial 11 point?
▪ Electronic or paper submission? Both?
▪ Are there specific forms required? Do you need Rec Letters?
▪ Who actually submits the grant – you or ORS?
▪ Plan ahead to let others to read your grant
  ▪ Early enough that you don’t impose too much, have time to revise
  ▪ Dr. Hollenbach has published a book on F grants with advice and checklist
▪ Make sure development/training plan is specific for you
  ▪ Why should NIH fund YOUR training?
Graduate Student Information

- The most helpful link you will use:
  
  ![Image of LSU Health New Orleans website]
  
  [http://www.medschool.lsuhsnc.edu/genetics/](http://www.medschool.lsuhsnc.edu/genetics/)

- Almost everything we have discussed is available in the Graduate Student handbook.
  - Encouraged reading!

- Check out this link for all things Graduate Student-related.

- Should you find any out of date information, please let us know
Welcome to the Genetics Department!