

# 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)

**Welcome!**

# Ms. Chanda Camese

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Department Coordinator

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## Department Staff

# 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”)

# 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

## Expectations

# 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!!*

Presenter	Affiliation	Host/PI	Scheduled Seminar Date	Time & Location
No seminar	xxx	xxx	12-Aug-16	11am, CSRB 563
Michael Lan	LSUHSC Genetics/Pediatrics	Crabtree	26-Aug-16	11am, CSRB 563
			9-Sep-16	11am, CSRB 563
BioRad seminar - Digital Droplet PCR	tentative	Xi	23-Sep-16	11am, CSRB 563
Rinku Majumder	LSUHSC Biochemistry	Tsien	14-Oct-16	11am, CSRB 563
Jason Gardner	LSUHSC Physiology	Crabtree	28-Oct-16	11am, CSRB 563
Ham Farris	Asst Dean Student Affairs/Neurosci LSUHSC	Crabtree	11-Nov-16	11am, CSRB 563
No Seminar	xxx	xxx	25-Nov-16	11am, CSRB 563
Andrew McCallion	Johns Hopkins University	Hollenbach	9-Dec-16	11am, CSRB 563
No Seminar	xxx	xxx	23-Dec-16	11am, CSRB 563
Guanyi Zhang	LSUHSC Genetics - Liu postdoc	Liu	13-Jan-17	11am, CSRB 563
Kayla Fuselier	LSUHSC Genetics	Grabczyk	27-Jan-17	11am, CSRB 563
Oliver Smithies / Nobuyo Maeda	Univeresity of North Carolina	Miele	3-Feb-17	TBD
Chiachen Chen	LSUHSC Genetics - Lan Postdoc	Lan	10-Feb-17	11am, CSRB 563
Kirsten Wood	LSUHSC Genetics	Mandal	24-Feb-17	11am, CSRB 563
Fokhrul Hossain	LSUHSC Genetics - Miele Postdoc	Miele	10-Mar-17	11am, CSRB 563
Ciera Singleton	LSUHSC Genetics	Crabtree	24-Mar-17	11am, CSRB 563
Zhipin Liang	LSUHSC Genetics - Xi Postdoc	Xi	14-Apr-17	11am, CSRB 563
Ayesha Umrigar	LSUHSC Genetics	Tsien	28-Apr-17	11am, CSRB 563
Bin Yi	LSUHSC Genetics - Xi Postdoc	Xi	12-May-17	11am, CSRB 563
Hongyou Zhao	LSUHSC Genetics - Xi Postdoc	Xi	26-May-17	11am, CSRB 563
Deniz Ucar	LSUHSC Genetics - Miele Postdoc	Miele	9-Jun-17	11am, CSRB 563

# 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



The screenshot shows the LSU Health Sciences Center website. The top navigation bar includes links for various schools: ALLIED HEALTH PROFESSIONS, DENTISTRY, GRADUATE STUDIES, MEDICINE, NURSING, PUBLIC HEALTH, and PATIENT CARE. Below this is a secondary navigation bar with links for Administration, Faculty, Research, Graduate Programs, Seminars, Internship Opportunities, and Room Reservations. The 'Room Reservations' link is circled in red. The main content area features a portrait of a man, a welcome message for the Department of Genetics, and a 'Noteworthy Items' section listing graduate students Ayesha Umrigar and Ciera Singleton.

- 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.

## Room Reservations

# 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:

LSU Health  
NEW ORLEANS  
School of Medicine

<http://www.medschool.lsuhschool.edu/genetics/>

SCHOOL OF ALLIED HEALTH PROFESSIONS | SCHOOL OF DENTISTRY | **SCHOOL OF GRADUATE STUDIES** | SCHOOL OF MEDICINE | SCHOOL OF NURSING | SCHOOL OF PUBLIC HEALTH | LSU PATIENT CARE

Administration | Faculty | Research | **Graduate Programs** | Seminars | Internship Opportunities | Room Reservations

Department of Genetics

Welcome to the Department of Genetics  
LSU Health Sciences Center, New Orleans, Louisiana

Noteworthy Items  
Graduate Students Ayesha Umrigar and Ciera Singleton

- 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!***

**Questions?**