COLLEGE OF ENGINEERING School of Chemical, Biological, and Environmental Engineering



# CBEE

# 2021-2022

# GRADUATE STUDENT HANDBOOK



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School of Chemical, Biological, and Environmental Engineering

#### **WELCOME**

Welcome to Oregon State University (OSU) and the School of Chemical, Biological, and Environmental Engineering (CBEE). This handbook is intended to help you get settled and answer some of the questions you might have as a new graduate student in our school. If, after reading the contents, you have unanswered questions, please feel free to ask for help. The staff, faculty, and fellow graduate students in the School are available and willing to help solve any issues as they arise. Additional information on deadlines, procedures, and requirements is provided by the current Oregon State University Graduate School Catalog (https://catalog.oregonstate.edu/college-departments/graduate-school/) and the Graduate School's Student Success Guide for New Graduate Students: https://gradschool.oregonstate.edu/current-students/new-graduate-students.

Graduate students in CBEE are responsible for complying with the rules of the University, the Graduate School, the College of Engineering (COE), and the School. In some instances, the requirements of the School are more restrictive than those of the Graduate School. In such cases, the School requirements specified in this document will apply.

The faculty hopes that your time at OSU will be rewarding, memorable, and fruitful.

**Dr. Jeff Nason,** Associate Professor and Associate School Head for Graduate Programs **Amy K. Thomson**, Graduate Programs Coordinator

## **CBEE CONTACTS**

Title	Name	Email	Phone
School Head	Greg Herman	greg.herman@oregonstate.edu	541-737-2496
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Graduate Curriculum & Assessment Committee (AY20-21)	CHE Chair: Kelsey Stoerzinger	kelsey.stoerzinger@oregonstate.edu	
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	BIOE Chair: Adam Higgins	adam.higgins@oregonstate.edu	
Graduate Recruitment & Admissions Committee	CHE Chair: Nick AuYeung	nick.auyeung@oregonstate.edu	
	Tala Navab- Daneshmand	tala.navab@oregonstate.edu	
	BIOE Chair: Adam Higgins	adam.higgins@oregonstate.edu	
Office Manager	Jen Moore	jennifer.moore@oregonstate.edu	541-737-6149
Accountant	Lea Clayton	lea.clayton@oregonstate.edu	541-737-2495
Office Coordinator	Charlotte Williams	charlotte.williams@oregonstate.edu	541-737-2491
	<i>BIOE:</i> Ward Shalash	shalashw@oregonstate.edu	
Graduate Student Association Program Representatives	CHE: Jeffrey	dhasj@oregonstate.edu	
	Dhas <i>ENVE:</i> Laurinda Nyarko	nyarkol@oregonstate.edu	
Graduate School		graduate.school@oregonstate.edu	541-737-4881
School Network Administrator	Jordan Jones	coe.support@oregonstate.edu	541-737-6516

#### **GETTING SETTLED**

The School of Chemical, Biological, and Environmental Engineering (CBEE) resides in Johnson Hall with satellite facilities in Gleeson, Graf, Kelley, and Owen Halls.

#### **GRADUATE ORIENTATION PROGRAM**

CBEE will hold orientation sessions in mid-September prior to classes. Orientation will draw attention to some of the major components of this manual and is required for all incoming students.

#### **ONID ACCOUNTS**

ONID is your OSU Network ID. Every student is assigned an ONID account. You must activate your ONID account to register for classes.

To activate your ONID account, go to <u>http://onid.oregonstate.edu</u> and choose "Sign Up For ONID" in the upper-left hand column.

ONID Email is the official communication link that the university uses to communicate with students.

Use your ONID username and password to access email, online course materials, grades, and financial accounts. Among the services you may access are:

ONID Email Canvas MyOSU Google Apps for OSU OSU's Wireless Networks Computing Labs Interlibrary Loan

**ONID** Support

Support documentation and several video tutorials are posted at the Knowledge Base website (<u>https://oregonstate.teamdynamix.com/TDClient/1935/Portal/KB/</u>). Phone and email support for ONID is provided by the <u>OSU Computer Service Desk</u>, 541-737-3474 (<u>https://oregonstate.teamdynamix.com/TDClient/1935/Portal/Home/</u>).

#### **OSU ID CARD**

All OSU students may obtain a student identification card.

Corvallis campus students must visit the <u>ID Center</u> in Memorial Union, 103, *after* registering for classes at OSU. Photo identification is required (state issued driver's license or ID, passport, or military ID). The OSU ID card is your official identification for using campus services, facilities (door access) and activities, and is valid as long as you are registered for classes. It is scanned at many locations to verify registration. Your OSU ID card is your meal card if you live in university housing.

*MyCard* is the online card office where students can submit a digital photo of themselves for their initial ID card, view their OSU ID card balance and past card transactions, add money to their OSU Orange Cash

or Orange Rewards account, set up "Donors" (contributors other than themselves), and deactivate or reactivate their lost OSU ID card. OSU Orange Cash and Orange Rewards is the campus debit account used with your ID card for copies at the library and purchasing food on campus. Orange Cash and Orange Rewards are separate from your resident hall meal plan. You can add money to your OSU Orange Cash or Orange Rewards at the ID Center or online (mycard.oregonstate.edu). See this website for more information on Orange Rewards, a discount debit plan: <u>https://food.oregonstate.edu/orange-cash</u>.

#### **BUILDING ACCESS**

#### KEYS

Graduate students are granted the authority to carry building and lab keys. All requests for keys must be supported and initiated by an academic advisor. If approved, the Office Coordinator will submit an online request and the Key Shop will notify you via email once your key is available for pickup. You will then go to the Key Shop where you must present your OSU student ID. The Key Shop is located in the university ID Center, located in Memorial Union. Please check the ID Center's <u>website</u> for current service hours.

The security of your keys is critical for everyone's safety. <u>Any loss of keys must be reported immediately to the Main Office</u>. It is your responsibility to exercise the utmost care in the use of your keys. Under no circumstances should you lend your keys to other students or visitors or provide access to an unauthorized individual.



If you need key card access to labs in Johnson Hall your major professor will request it.

#### AFTER-HOURS PASSES

Passes must be obtained from the proper personnel for each building. For Gleeson, Graf, and Johnson Halls, please see the Office Coordinator in the Johnson Main Office. For Owen Hall please see the Civil and Construction Engineering office.

Campus Security patrols all buildings periodically outside of building open hours. Anyone without an After-Hours Pass and valid OSU ID will be required to leave the building. Office and laboratory doors and windows are to be kept closed and locked when not occupied. Security patrols will lock any open, vacant rooms. Do not let anyone into the building after hours. Individuals who are authorized to be in the building after hours are issued appropriate access codes and keys. Anyone abusing this system will have their After-Hours Pass revoked.

Passes change color at the beginning of each academic year. You must obtain a new pass each year or risk being escorted from the buildings.

#### **GRADUATE STUDENT OFFICES/DESKS**

CBEE graduate student offices/desks are located in various locations of three of the buildings that we occupy. The Office Manager assigns offices/desk space. **Space is limited**; therefore, not all students are guaranteed individual desk space nor a computer. Students on graduate research appointments will be given preference (PhD priority), with remaining students placed as space permits. For assignments, see

the Office Manager. Once placed, please do not change your desk space assignment without the Office Manager's approval.

<u>Cleaning the desk is the occupant's responsibility</u>. Please maintain a clean work environment and leave the desk cleaner than when you arrived. Cleaning supplies are available if needed. You are expected to help keep common areas and shared equipment in graduate student offices clean (e.g., microwaves, refrigerators, whiteboards, study tables, etc.). Grad desks in Johnson are open so the Fire Marshall requires the following:

- 1. All loose papers, books, documents, and combustible items must be removed from the desk space and locked in the provided locker and/or rolling tower when unoccupied. The desk top must be clear of all flammable materials when not in use.
- 2. There will be no use of outside storage devices, such as cardboard boxes or other storage containers, in the graduate desk area.
- 3. Rolling towers are to be kept in their designated areas and not removed.
- 4. The tops of lockers are to be clear of all materials, boxes, plants, etc.

Small appliances, such as mini fridges, coffee pots, microwaves, etc. are prohibited in the graduate desk areas. Students have access to kitchenettes located on the 3<sup>rd</sup> floor of Johnson Hall and the 1<sup>st</sup> floor of Gleeson Hall.

#### MAILBOXES

Each graduate student is assigned a mailbox located in Johnson 116. U.S. mail is delivered directly to the Printing and Mailing Center where it is sorted and distributed to the remainder of campus. Campus mail arrives once daily at approximately 0900. U.P.S., FedEx, and other freight carriers deliver directly to Johnson 116 throughout the course of the day. Please check your mailbox regularly for mail, checks/paystubs, returned homework, school circulars, and other information.

All packages are received in Johnson 116. An email notification will be sent alerting you to the arrival of a package. Office hours are 0800 – 1200 and 1300 – 1700, Monday-Friday. There is a sign-out clipboard in the main CBEE office where you are required to sign for each package you pick up. List your name and date/time in the appropriate place next to the package identification.

Please be sure that all packages and correspondence are addressed properly. The correct address for all mailing or shipping to CBEE is the following:

<YOUR NAME OR YOUR MAJOR PROFESSOR> CBEE or your major designation (Chemical Engineering, etc.) 105 SW 26<sup>th</sup> Street 116 Johnson Hall, Your Mailbox number Oregon State University Corvallis, OR 97331-2702

Mailboxes are set up for your use and are available to receive USPS items. Tampering in another person's mailbox is the same as tampering with any standard mail receptacle and violates federal law.

#### **EMPLOYMENT/PAYROLL**

#### NEW HIRES

If a student is offered employment either via hourly work or an assistantship, new hire paperwork must be completed to receive payment. The following steps must be taken:

- 1. Supervisor must contact Office Manager with job specifics, and
- 2. Student must report immediately to the Office Manager to receive a new hire employment packet.
- 3. Students cannot begin work until the proper paperwork has been completed and submitted.

All employees must have a social security number to work. International students should report to the Office Manager immediately to obtain instructions on applying for a social security number if you do not have one.

#### <u>TIMESHEETS</u>

Timesheets are found online at *http://mytime.oregonstate.edu*. Hourly students (e.g., graders, lab workers, etc.) must clock in/out for each shift. Timesheets are submitted on the 15<sup>th</sup> of each month. GRA/GTA appointments also have a timesheet. These timesheets are for recording sick leave taken or to record time when filling in for another GA who is sick. If there is no sick leave or fill in leave then you simply submit a blank timesheet that verifies just that. Please confirm with the Office Manager if you are unsure about submitting your timesheet.

#### <u>PAYCHECK</u>

Payment is distributed on the last non-holiday business day of the month. Direct deposits are available and will take place on the same day. Paycheck stubs for direct deposit recipients are available via the Online Services portal. Payroll checks are distributed to the department via the daily mail delivery at approximately 0900. If you have opted for a paper check delivered to the School, it will be placed in your mailbox upon arrival.

#### HEALTH INSURANCE

All Graduate Assistants are required to carry health insurance. Insurance may be provided by the university at a low premium cost to you as bargained by the Coalition of Graduate Employees (CGE). University provided insurance may be waived as long as the student supplies documentation that the outside coverage is equal to or greater than the coverage provided by the University. For more information, enrollment forms, and premium rates, visit the Student Health Services website. Deadline for fall term signup is October 01.

For more information, please see:

https://hr.oregonstate.edu/graduate-student-insurance-plans/graduate-assistant-insurance-plan

Other student health and wellness resources on campus include:

- OSU Student Health Services (*http://studenthealth.oregonstate.edu/*, 541-737-9355, gradhealth@oregonstate.edu)
- OSU Counseling & Psychological Services (https://counseling.oregonstate.edu/, 541-737-2131, CAPS@oregonstate.edu)

#### **TELEPHONES**

#### Long Distance Calls

An authorization code is required to make long distance telephone calls. You will be given a code by your major professor *if you are expected to make such calls as part of your day-to-day research work*. The authorization code is unique and is intended for use only by the person to whom it is assigned.

Authorization codes must be kept secure and not given to other people. Codes <u>must not</u> be used for personal calls or purposes other than those intended.

#### FAX MACHINE

A fax machine (541-737-4600) is available for student or work-related purposes. Long distance numbers require an authorization code. The fax machine is located in Johnson 116. Please see the Main Office staff for assistance.

#### **XEROX, OFFICE SUPPLIES, & SCANNER**

The School provides copiers and document scanners, intended for research or teaching purposes only, in Johnson 116, 216, and 316. Anyone desiring to make personal copies will need to use resources available on the main floor of the Valley Library. Maintaining the cleanliness and organization of the copy room is important; please do your part.

Copies for class or official use must be approved by a faculty member, but generally, the class TA will make copies for class use. A copier code is required and can be supplied by the Instructor for whom copies are being made.

Office supplies are for the use of **faculty and staff members only**. A stapler and hole-punch are available in Johnson Hall inside the main office, room 116 for student use.

#### **COMPUTER USE**

Computer labs are available in some engineering buildings. They require an engineering account to log in. These computers maintain software for word processing, spreadsheet, and Internet connectivity applications. Options are available for remotely accessing research and other database or modeling software.

School computers are supplied on <u>most</u> graduate student office desks to allow you to perform your research activities and course work, and they should not be used for games or other personal uses during normal business hours (0800-1700, Monday-Friday). After hours personal use, within reason (as described by University policy), is allowed as long as others do not need the computers for their research or class activities. Computer use supporting funded research takes priority over use for non-funded research or personal activities. If you are assigned a desk without a computer, please contact your research advisor about acquiring a computer.

Do not copy <u>ANY</u> software onto the School's computer hard disks without approval from the Network Administrator. Software licensing and disk space availability are two issues that must be considered. The installation of your own personal copies of software on the School's machines without permission exposes the School to an unacceptable potential liability and therefore cannot be allowed. Please ask permission for the installation and use of your personal software if it is important to your research or course work. Also, please do not copy any software from the School's computers without permission. This action, again, violates software licensing agreements.

#### COMPUTER USE POLICY

All use of OSU computer systems <u>must</u> conform to the University's Policy on Acceptable Use of University Computing Facilities, which is located at

#### https://policy.oregonstate.edu/UPSM/08-005\_acceptable\_use\_computing\_resources

OSU computer systems must not be used for any illegal activity, or for storage or distribution of copyrighted material (e.g., music, videos, e-books, etc.).

If you have any general questions about using University computers, please contact Jordan Jones in Johnson 112 (541-737-6516), or e-mail <a href="mailto:support@engr.oregonstate.edu">support@engr.oregonstate.edu</a> for assistance.

#### **SMOKING POLICY**

OSU's Corvallis campus is smoke-free. This policy includes quads, parking lots, and all other foot space within the confines of campus. Please consult the map on the following webpage for the campus boundary

https://experience.oregonstate.edu/well-being/smoke-free-osu

#### PARKING AND SHUTTLES

Except in the open or pay lots, all motor vehicles parked on campus from 0700 to 1700, Monday through Friday, must display a valid parking permit. On-street parking is available for up to 2 hours/day in the neighborhoods surrounding the OSU campus, and metered parking is available on Monroe St. (parking in these areas is enforced by Corvallis Police). All parking rules are enforced during posted hours, and citations will be given for unauthorized parking on or around campus.

For more information contact Parking Services at 541-737-2583, or visit their web site at

#### http://transportation.oregonstate.edu/parking.

The OSU campus and surrounding areas are served by buses operated by the Corvallis Public Transit System (*http://www.corvallisoregon.gov/index.aspx?page=884*). All bus service is free, and the buses generally run at 30 minute intervals during the working day from Monday-Saturday (no service on Sunday). The "Night Owl" runs at night (typically 2100 to 0230) Thursday-Saturday.

OSU offers a free campus shuttle service—the Beaver Bus—for the convenience of students, staff, and visitors. The name Beaver Bus was previously used for the late night service operated by Corvallis Transit System; that service now operates under the name "Night Owl." The OSU Beaver Bus will provide expanded shuttle services to transport people from outer parking areas to and around campus.

- Extended hours of operation: 0700 to 1900
- Serving campus on 5 routes for 33 weeks per year with 8 to 14 minute service loops
- Live shuttle mobile apps tracking systems



#### CAMPUS RESOURCE GUIDE

The campus resource guide is a list of services available to students and faculty. For details, please visit <u>https://gradschool.oregonstate.edu/current-students/resources</u>.

#### **OSU GRADUATE STUDENT ASSOCIATION**

The CBEE Graduate Student Association (GSA) is a registered student organization dedicated to improving graduate student life in the OSU School of Chemical, Biological, and Environmental Engineering. Group activities and responsibilities include the planning of social events, support of the graduate seminar series, representation on the faculty graduate committees, professional and social support for current and future graduate students, and continued dedication to the overall improvement of the OSU CBEE Graduate Program. As a student led, student-oriented group, active involvement and representation from all graduate students associated with the School is desired and encouraged. See more at <a href="http://stuorgs.oregonstate.edu/cbeegsa">http://stuorgs.oregonstate.edu/cbeegsa</a>.

#### **DISABILITY ACCESS SERVICES (DAS)**

Accommodations for students with disabilities are determined and approved by Disability Access Services (DAS). If you, as a student, believe you are eligible for accommodations but have not obtained approval please contact DAS immediately at 541-737-4098 or at <a href="http://ds.oregonstate.edu">http://ds.oregonstate.edu</a>. DAS notifies students and faculty members of approved academic accommodations and coordinates implementation of those accommodations. While not required, students and faculty members are encouraged to discuss details of the implementation of individual accommodations.

#### **OFFICE OF EQUAL OPPORTUNITY AND ACCESS (EOA)**

EOA addresses concerns about bias, discrimination, discriminatory harassment, bullying, and retaliation. Additionally, the Executive Director is the university's Title IX Coordinator and should be consulted on disclosures of any form of sexual harassment, including sexual/dating/domestic violence and stalking.

For additional information, visit their website: <u>http://eoa.oregonstate.edu</u>

#### **COUNSELING & PSYCHOLOGICAL SERVICES (CAPS)**

Counseling and Psychological Services (CAPS) provides a variety of services to the OSU community to address the challenges and difficulties students face. These services are designed to help students understand themselves better, create and maintain satisfying relationships, improve their academic performance, and make healthy and satisfying career and life choices.

Contact: 541-737-2131. You can review offered services at, and email CAPS from, their website: <u>https://counseling.oregonstate.edu/</u>.

#### **CORVALLIS COMMUNITY RELATIONS (CCR)**

CCR was established to enhance neighborhood livability and inspire shared responsibility to help foster a healthy, livable, and inclusive Oregon State University – Corvallis community. The independence of living on one's own can be liberating, but extremely challenging for students. CCR connects students with community resources that foster good neighborly behavior and educational tools to educate tenants of their rights and responsibilities. For additional information, including a Corvallis Living Guide, visit: <u>https://studentlife.oregonstate.edu/ccr/about</u>.

#### **CAMPUS EMERGENCIES**

If someone's behavior is placing anyone in immediate risk or if a serious or threatening incident occurs in the classroom, academic building or on campus, Public Safety must be contacted immediately.

Contact: Oregon State Police/Public Safety 541-737-7000 or dial 911.

#### PURCHASING

Several options exist for purchasing supplies for OSU. Please contact the School Accountant to help you get started.

#### **BENNYBUY**

On-line e-procurement system for OSU. Students with a graduate student appointment will be assigned a "Shopper" role to place orders.

**Shoppers:** By default, all OSU employees (with a few exceptions) will have access to shop in the BennyBuy marketplace for supplies and services. After creating a "shopping cart" with their selected goods and/or services, a Shopper assigns their cart to their department or Business Center "Requestor" (Lea Clayton) to place the order into workflow.

Instructions and login are here: <u>https://pacs.oregonstate.edu/eProcurement</u>

#### PURCHASING CARD (PCard)

The PCard is a quick and convenient way for units to obtain many of the items needed for day-to-day operations. Contact the School Accountant (Lea Clayton, Johnson 116) to make purchases using the PCard.

PCards may be used **only** to purchase goods and some services for the institution. Such purchases must comply with OSU policies governing purchasing and credit card usage. A \$4,999 dollar limit per transaction exists.

**Restrictions:** The following are prohibited uses of the card:

- Cash Advances
- Inter-Departmental Expenses
- Any Travel or Hosting Related Expense
- Transportation Fares (e.g., airfares, bus fares, train fares, ferry, etc.)
- Misc. Lodging Charges (e.g., room service, movies, phone, laundry service, etc.)
- Meals
- Food / Groceries
- Alcoholic Beverages
- Entertainment
- Weapons / Ammunition

See a total listing of prohibited transactions on the Business Affairs website at:

https://fa.oregonstate.edu/business-affairs/payments/pcard/osu-purchasing-card/osu-purchasing-card-prohibiteduses

#### AUTOPAY

The following vendors will allow you to charge items at their store. Please be prepared to present your OSU id along with an index and activity code (if applicable)

- BiMart on 9<sup>th</sup> St •
- **Robnetts Hardware**

### OSU INTERNAL SERVICE/SUPPLIES

Below are OSU departments who provide supplies or services to other OSU departments and bill the receiving department. Check with your School Accountant before you purchase or make reservations for:

- Surplus Property https://surplus.oregonstate.edu/
- Chemistry Store https://chemstores.chem.oregonstate.edu/
- Printing and Mailing https://printmail.oregonstate.edu/
- OSU Motor Pool https://transportation.oregonstate.edu/motorpool
- Environmental Health & Safety https://ehs.oregonstate.edu/

#### DIRECT-BILL TO OSU

Vendors send individual invoices to OSU departments for supplies or services purchased by authorized personnel for operations.

- Check with vendors to ensure they will bill OSU before ordering.
- Check with School Accountant for purchasing procedures.
- Make purchase and submit receipts/packing slips to School Accountant.
- School Accountant (Lea Clayton, Johnson 116) will process individual invoices for payment as • they are received.

#### PERSONAL REIMBURSEMENTS

Personal reimbursements are processed through the Concur Travel and expense site.

Login Link: https://login.oregonstate.edu/apps/concursolutions/

#### **Concur Training Library**

Use of a Departmental Procurement Card or Direct-Bill to OSU are the preferred methods for OSU business related purchases. If logistical reasons or extenuating circumstances occur that preclude the use of normal OSU purchasing processes or protocols, employees may (with approval from their manager) make small purchases (less than \$100) with personal funds and then subsequently be reimbursed by OSU.

- Only purchases related to OSU business purposes will be reimbursed.
- Get itemized receipts and proof of payment; a personal credit card charge slip alone is NOT valid.
- Submit reimbursement request and backup documents to School Accountant (Lea Clayton, • Johnson 116) for processing.
- All reimbursements must be submitted for payment within 60 days of incurring the cost or within • 60 days after the conclusion of the travel/field-work during which the expenditure was made.

#### **Restrictions**:

- NOT for purchase of gift certificates
- NOT for test incentive payments
- NOT for incentive payments to Institutional Review Board (IRB) human subjects
- NOT for equipment rental

Purchases that have been made with personal funds will be reimbursed by OSU when the following documentation is provided:

- Documentation showing purchase and payment by the employee,
- Statement of University business purpose, including intended use.

#### TRAVEL

#### TRAVEL PLANNING

Check with your School Accountant (Lea Clayton, Johnson 116) before any travel.

Link to Travel Policies: <u>https://fa.oregonstate.edu/fiscal-program/travel</u>

Travel requires pre-approval through the Concur Travel & Expense site. Login Link: <u>https://login.oregonstate.edu/apps/concursolutions/</u>

#### Concur Training Library

#### Conference Registration:

Conference registration can be prepaid using the departmental procurement card. See your School Accountant for instructions. If registration is processed on a personal card, you will be able to claim reimbursement only AFTER completion of the trip.

#### FOREIGN TRAVEL

International travel on grant funding

This travel should be authorized through OSRAA (Office for Sponsored Research and Award Administration). Submit a Foreign Travel Authorization form to your School Accountant, (Lea Clayton, Johnson 116) prior to making travel plans.

Foreign Travel Authorization Form

Restrictions apply to airfare, check with department accountant, and see Fly America Act.

#### AIR TRAVEL

Airfare for university-related travel needs to be booked through the contracted travel agency for direct billing to the university.

#### MILEAGE IN LIEU OF AIRFARE:

See your School Accountant (Lea Clayton, Johnson 116) to verify whether specific trips are allowable using mileage in lieu of airfare. A quote for the airfare that would be purchased for the business trip is required. OSU will reimburse mileage up to the amount of the airfare and associated expenses that would have been paid for air travel.

#### GROUND TRANSPORTATION

#### Vehicle rental:

Cars can be rented through the University Motor Pool or through the Concur system. Rental should be for economy or compact rate whenever possible.

#### Personal Vehicle:

Private vehicle mileage is reimbursed at the current published Business Affairs rate. For 2021 it is 56 cents/mile.

#### Parking:

Employees are expected to utilize cost effective parking while in travel status.

#### MEAL PER DIEM:

Meals while in overnight travel status can be reimbursed at current per diem rates. Meal per diem varies by locality.

#### LODGING:

Itemized receipts are required for lodging.

# FACULTY

Listing of CBEE faculty & contact info can be found at: <u>https://cbee.oregonstate.edu/faculty-and-staff</u>

#### Árnadóttir, Líney

Associate Professor. Ph.D. Chemical Engineering (2007), University of Washington

Field of interest: Surface interactions and catalysis through experimental techniques and Density Functional Theory-based calculations for renewable energy and sustainability; surface characterization of complex materials (thin films, biomaterials, corrosion surfaces) via surface analysis techniques (Time of Flight Secondary Ion Mass Spectrometry, X-ray Photoelectron Spectroscopy), and electrochemistry for clean Hydrogen production and fuel cell applications.

#### AuYeung, Nick

Associate Professor. Ph.D. Chemical Engineering (2011), Oregon State University

Field of interest: My research is focused on using sustainable energy in the conversion of readily available feed-stocks into fuels, fertilizers, or other useful products. I am very interested in doing these processes in a distributed, decentralized fashion, especially in emerging markets of developing regions. In particular, I am interested in applications of concentrated solar thermal energy such as thermochemical storage for dispatchable power generation.

#### Baio, Joe

Associate Professor. Ph.D. Chemical Engineering (2011), University of Washington Field of interest: Biomaterials Biomimetics Molecular self-assembly

#### Bothwell, Michelle

Professor. Ph.D. Biological Engineering (1994), Cornell University

Fields of interest: Biointerfacial phenomena: preparation of interfacial coatings that will impart safe, efficacious function to implantable biomaterials; drug formulation and delivery strategies; and enzyme activity in the adsorbed state. Bioengineering ethics: professionalism; bioethics; and social ethics in engineering. Recruitment and retention of folks from traditionally underrepresented groups in engineering: K-12 outreach; and examination of difference, power and discrimination in engineering education and practice.

#### Brown, Kevin

Assistant Professor. Ph.D. Theoretical Physics (2003), Cornell University

Fields of interest: I am a complex systems scientist. I study complex biological systems, particularly those arising in systems biology, systems neuroscience, and cognitive science. I am the originator of "Sloppy Models," a theory of parameter space geometry in large nonlinear models with many underdetermined parameters. I have studied networks in molecular biology, neuroimaging, and cognitive science. I employ methodology from dynamical systems, network theory, Bayesian and nonparametric statistics, computational biology, and statistical signal processing.

#### Chang, Chih-hung

*Professor.* Ph.D. Chemical Engineering (1999), University of Florida Fields of interest: Electronic materials (Growth and Characterization), Integrated Micro-Chemical Systems, Thin Film Electronics, and Nanomaterials Processing.

#### Dolan, Mark

Associate Professor. Ph.D. Civil and Environmental Engineering (1996), Stanford University Fields of interest: biological processes for the treatment of hazardous wastes, and on the fate and transport of organic contaminants in the environment. He specializes in aerobic and anaerobic microbial transformation of chlorinated solvents. He has been involved in a number of field demonstrations of aerobic cometabolic transformation of chlorinated solvents.

#### Feng, Zhenxing

Associate Professor. Ph.D. Materials Science and Engineering (2011), Northwestern University Fields of interest: Dr. Feng's research has been focused in three main directions: energy storage, conversion and harvesting; catalysts for electrochemical and chemical reactions; and development and application of advanced synchrotron based X-ray techniques for in situ real time studies. Dr. Feng has been working on lithium-sulfur, lithium-ion and beyond lithium-ion (such as magnesium batteries, etc.) for storing electricity in chemical and electrochemical forms.

#### Fogg, Kaitlin

Assistant Professor. Ph.D. Biomedical Engineering (2016), University of California, Davis Fields of Interest: The Fogg Lab aims to develop and exploit high throughput in vitro 3D models of cancer in order to identify novel druggable targets, improve treatment selection of current therapeutics, and reprogram the immune system in the metastatic niche. The insights gained from these studies will have broad relevance to the fields of drug discovery, immunotherapy, and precision medicine.

#### Fu, Elain

Associate Professor. Ph.D. Physics (1997), University of Maryland, College Park

Fields of interest: Research in the lab consists of three areas of focus: the investigation of molecular interactions and fluid transport in microfluidic systems, the development of tools and methods for use in high-performance microfluidic assays, and the implementation of microfluidic assays for clinically relevant analytes. An overall goal is to apply the work in the lab to global health applications in the areas of human disease diagnosis, veterinary medicine, environmental monitoring, and agriculture. In addition, a growing area of interest is undergraduate curriculum development using paper microfluidics.

#### Giers, Morgan

Assistant Professor. Ph.D. Biomedical Engineering (2013), Arizona State University.

Fields of interest: Predicting treatment outcomes for intervertebral disc (IVD) regenerative and surgical therapies. Utilizing MRI, image processing, mathematical modeling, tissue engineering, drug delivery, and surgery to study transport phenomena in vivo. Studying potential molecular and biomechanical targets for IVD regeneration in the context of the nutrient deprived human IVD.

#### Goulas, Konstantinos

Assistant Professor. Ph.D. Chemical Engineering (2015), University of California, Berkeley Fields of Interest: In our group, we investigate catalytic materials, in particular the dependence of reactivity and selectivity on structure. We use a variety of spectroscopic techniques, most importantly operando X-ray absorption spectroscopy and combine the results thereof with high-accuracy kinetic data to understand the intrinsic drivers of catalytic turnover. This understanding leads us to the rational development of novel catalytic materials for multifunctional and multicomponent reactions in fields as diverse as automotive emission control, biomass upgrading and gas-to-liquids processes.

#### Harper, Stacey

Associate Professor. Ph.D. Biological Sciences (2003), University of Nevada Las Vegas Fields of interest: Novel approaches to predictive toxicology; assimilating and fusing information on nanomaterial-biological interactions to permit data mining, generate predictive knowledge and provide information to minimize toxicity; the relationships among currently disparate exposure, dose and toxicity data in animal systems (including humans) and the degree to which those relationships can accurately be extrapolated to other systems and exposure scenarios; novel tools to determine nanomaterial characteristics; biological activity and toxic potential of novel nanomaterials; as well as comparative physiology and toxicology.

#### Herman, Gregory

*Professor, School Head.* Ph.D. Physical Chemistry (1992), University of Hawaii-Manoa Fields of interest: Detailed mechanistic characterization of heterogeneous catalysts using surface science techniques; advance fabrication methods and designs for solid oxide fuel cells; development of green manufacturing processes for displays and solar cells; development and characterization of novel optical and electrical materials; and advancement of flexible electronic manufacturing methods and applications. Currently his research focuses on the development of sustainable technologies for the production of materials, energy, and water resources using catalytic processes. Prior to joining OSU he held research staff and postdoctoral positions at Sharp Laboratories of America, Hewlett-Packard Corp., Pacific Northwest National Laboratory, and the Naval Research Laboratory.

#### Higgins, Adam

Associate Professor. Ph.D. Bioengineering (2008) Georgia Institute of Technology

Fields of interest: Cell and tissue preservation technologies (cryopreservation, freeze drying, desiccation, hypothermic storage). Cell-based devices such as biosensors. Cell membrane permeability. Nucleation and crystal growth processes in multicomponent systems. Applications of microscale fabrication technologies in biology and medicine (e.g., bio-MEMS).

#### Jin, Xue

Assistant Professor. PhD. Environmental Engineering, (2007) National University of Singapore Fields of interest: Membrane Technology; Water Treatment and Reclamation; Water-Energy Nexus; Seawater Desalination; Renewable Energy Production; Environmental Nanoscience and Nanotechnology; Colloidal and Interfacial Phenomena; Advanced Materials.

#### Jovanovic, Goran

Distinguished Professor. Ph.D. Chemical Engineering (1979), Oregon State University

Fields of interest: Microscale technologies started in the late eighties when his team developed a semiartificial pancreas, a technology based on the cell encapsulation technique. Currently his research is focused in two microscale technology areas: development of microscale chemical reactors and separators suitable for the development of microscale based chemical processes (NSF), and the development of microscale biosensors devices (DARPA). Dr. Jovanovic is, also, leading research projects in the development of "Zero gravity-compatible chemical processes for long space missions" (NASA) and "Environmental microreactors for in situ deployment" (INEEL).

#### Kelly, Christine

Professor. Ph.D. Chemical Engineering (1997), University of Tennessee

Fields of interest: Biotechnology: Development of yeast and bacterial strains, through genetic engineering techniques, to produce valuable enzymes and products from waste biomass feed stocks. Optimization of cultivation conditions to achieve maximum product concentration. Effect of toxicants on wastewater treatment microbial communities. Teaching: regulation of drugs and medical devices, bioengineering design, and cell culture and tissue engineering applications.

#### Li, Kaichang

*Professor.* Ph.D. Wood Chemistry (1996) Virginia Polytechnic Institute and State University

Fields of Interest: Development of formaldehyde-free wood adhesives from renewable natural resources; development and characterization of new environmentally friendly pressure sensitive adhesives from renewable natural resources; development and characterization of superior natural fiber-reinforced polymer composites; development and characterization of novel bio-based, biodegradable polymers.

#### Montfort, Devlin

Associate Professor. Ph.D. Civil Engineering (2011), Washington State University.

Fields of interest: System of engineering education and the processes of learning and thinking in the context of engineering. Primarily utilizing qualitative, interpretive and phenomenological methods, recent projects focus on: conceptual change and understanding of statics, solid and fluid mechanics, and environmental chemistry; epistemic practices and the personal epistemologies of practicing engineers, students and faculty; social justice, power and discrimination in engineering education.

#### Nason, Jeff

*Professor, Associate Head for Graduate Programs.* Ph.D. Civil Engineering (2006), University of Texas Fields of interest: Physical and chemical processes for water treatment; aquatic chemistry; fate and transport of engineered nanoparticles. Recent investigations include studying the aggregation behavior of gold nanoparticles in aquatic matrices, development of traceable metal oxide nanoparticles, determining copper speciation in stormwater, wastewater, and surface water, and testing sustainable adsorbents like fish bone, compost and biochar for the removal of metals from stormwater.

#### Navab-Daneshmand, Tala

Assistant Professor. PhD. Environmental Engineering (2015), McGill University, Montreal Fields of interest: Inactivation, growth and persistence of bacterial pathogens in the environment and treatment processes. She investigates these problems with microbiology, molecular biology, process engineering and statistics.

#### Radniecki, Tyler

Associate Professor. Ph.D. Environmental Engineering (2005), Yale University

Fields of interest: Molecular characterization of biological processes in engineered treatment systems, risk assessment of emerging contaminants and water and energy sustainability through the anaerobic treatment of wastewater. Current research projects include: characterizing the ecotoxicity of silver nanoparticles to nitrifying bacteria, assessing the ability of bacteria to develop antibiotic resistance after chronic exposure to environmental concentrations of pharmaceuticals, and enhanced methane production from the co-digestion of fats, oils, and greases (FOG) in wastewater anaerobic digesters.

#### Rochefort, Skip

Associate Professor. Ph.D. Chemical Engineering (1986), University of California at San Diego Field of interest: Polymer engineering and science, with a focus over the last few years on biomaterials, and engineering education. He is Director of both OSU and College of Engineering Precollege Programs, and is an OSU Honors College faculty,

#### Rorrer, Greg

Professor. Ph.D. Chemical Engineering (1989), Michigan State University

Fields of interest: Biochemical Engineering, Bionanotechnology, and Biomass Conversion. Our research group harnesses unique metabolic pathways of photosynthetic marine organisms in engineered systems for applications in biofuels, bio-products, environmental remediation, and nanotechnology. Current projects focus on diatom microalgae and marine macroalgae. We are using diatom cells to biologically fabricate photo-luminescent and semiconducting materials of Si-Ge oxide and Si-Ti oxide nanocomposites with hierarchical structure, and exploring their applications for biosensing, electroluminescent thin films, and solar energy.

#### Semprini, Lewis

Distinguished Professor. Ph.D. Civil Engineering (1986), Stanford University

Fields of interest: biological processes for the treatment of hazardous wastes, and on the fate and transport of organic contaminants in the environment. He specializes in field, laboratory, and modeling studies of aerobic and anaerobic processes for treating chlorinated solvents. His research efforts aim at integrating the results of field, laboratory, and modeling studies in order to effectively apply the technology in the field. He also performs research using naturally occurring radon-222 as a subsurface tracer.

#### Simon, Cory

Assistant Professor. Ph.D. Chemical and Biomolecular Engineering (2017), UC. Berkeley

Fields of interest: We leverage machine learning, statistical mechanics, mathematical modeling, and molecular simulations to accelerate the discovery and deployment of nano-porous materials for gas storage, separations, and sensing. Our efforts directly contribute to the development of novel materials and technologies, the provision of cheaper and cleaner energy, and the enhancement of national security.

#### Stoerzinger, Kelsey

Assistant Professor, Ph.D. Materials Science and Engineering (2016) Massachusetts Institute of Technology

Fields of interest: Electrochemical behavior of semiconductor materials; surface chemistry of oxides; In situ characterization of catalysts during chemical, electrochemical, and photo-driven reactions.

#### Wildenschild, Dorthe

*Professor,* Ph.D. Civil and Environmental Engineering (1996), Danish Technical University Fields of interest: flow and transport in porous media to help answer questions about subsurface water pollution and energy-related storage issues. Recent work includes optimization of geologic storage of anthropogenic CO2 in subsurface reservoirs; exploration of colloid-facilitated transport of contaminants in groundwater; microbial enhanced oil recovery; and investigations in support of more effective groundwater remediation techniques. She is currently the PI for an NSF-funded instrument development that will bring a state-of-the-art 3D imaging facility to OSU.

#### Wood, Brian

*Professor.* Ph.D. Civil and Environmental Engineering (1999), University of California at Davis Fields of interest: Description of mass, momentum, and energy transport in natural and engineered multiscale systems. He also specializes in subsurface hydrology; bioremediation and bionemical processes; water and wastewater treatment; and sustainable design and engineering. Brian Wood's current research projects include: (1) Experimental and theoretical work examining the transport of microorganisms in porous media from a multiscale perspective (NSF); (2) Theoretical work on the fundamentals of describing reactive solute transport in highly heterogeneous porous media systems (NSF); (3) Investigations of how biofilm structure affects solute transport and reactions in biofilmporous media systems (DOE).

#### **ACADEMICS**

NOTE: Official program requirements are available in the OSU catalog. If there is a conflict between what is stated here and what is presented in the catalog, the catalog requirements take precedent.

#### **GENERAL INFORMATION**

Graduate students are expected to read the academic policies governing graduate students listed on the University website, which include but are not limited to the Graduate Catalog on the Graduate School's website and the Student Conduct Regulations. The information in this manual addresses only a few topics within those policies.

#### ACADEMIC PERFORMANCE

A grade-point average of 3.00 (a B average) is required for all courses taken as a degree-seeking graduate student, and for courses included on the graduate degree program of study. Grades below C (2.00) cannot be used on a graduate program of study. A grade-point average of 3.00 is required before the preliminary, final oral, or written exams may be undertaken.

#### **GRADUATE ASSISTANTSHIPS**

All graduate assistants are required to carry out the duties assigned by their faculty supervisor to justify their stipend.

University policy dictates that a Graduate Assistant (GRA/GTA) must be enrolled for <u>no less than 12 credit</u> <u>hours</u> in any term in which they are supported, except for summer term which requires a minimum of 3 credit hours.

Additionally, students who hold multiple jobs on campus may not work more than a total of 20 hours per week or 255 hours per term in total for all positions held while enrolled in at least 3 credits (6 during summer). Maintaining a GPA of 3.00 or better is required for continued financial support.

Supervisors shall make reasonable efforts to allow Graduate Employees to arrange their work schedule allowing for fifteen (15) days leave over the academic year, taking into account the employee's academic program and the University's business needs. A request for leave shall be made in writing and sufficiently in advance of the schedule change to allow for planning for the absence. The decision on the request shall be made in writing and within a reasonable timeframe. Such requests shall not be unreasonably denied. This language does not limit a supervisor's ability to permit additional schedule adjustments.

#### REGISTRATION

Students register for courses online at the Student Online Services site accessed via MyOSU: <u>myosu.oregonstate.edu</u>.

For convenience, students should have their proposed schedule (including CRNs) prepared at the time of registration. An ONID login/password are required for registration. Students can sign up for an ONID account at <a href="http://onid.oregonstate.edu/">http://onid.oregonstate.edu/</a>.

#### MINIMUM REGISTRATION REQUIREMENTS

- EVERY student must register for a minimum of 3 credits, including
  - Any term in which a student enrolls,
  - The term in which a thesis or dissertation (MS or PhD) is defended or comprehensive oral exam (MEng) is taken; and
  - Any term a student uses university space and facilities or faculty/staff time in support of their thesis or degree progress, regardless of the student's location (on-campus or Ecampus). This includes summer term.
  - **GTAs / GRAs must register for at least 12 credits** (Fall/Winter/Spring terms); auditing classes, Continuing Higher Education courses, and other self-support programs may not be used to satisfy enrollment requirements for graduate assistant tuition remission.
- **Students receiving financial aid** must contact the Financial Aid Office for specific registration requirements each term. Students must notify Financial Aid if they plan to enroll less than full time.

Registration in thesis credits (CHE/ENVE/BIOE 503/603) is typical once all required graduate courses are completed.

#### FULL-TIME AND PART-TIME ENROLLMENT

- Full-time status as a graduate student is defined as enrollment in 9 credits per term. The maximum load for a full-time graduate student is 16 credits. A student may exceed this limit only with the approval of the Graduate School. Students receiving approval to exceed 16 credits will be assessed a per-credit overload fee.
- Full-time status (i.e., a minimum of 9 credits per term) may be sufficient to qualify for purposes of veterans' benefits, visa requirements, external fellowships, and federal financial aid.
- To assure full compliance with visa regulations, international students should consult with the Office of International Student Advising and Services (ISAS) for additional information about registration requirements.

#### **TUITION BILLS**

Students are sent an email to their ONID email account when their statement is ready to view, and they can then view their eBill statement online at <a href="http://mybill.oregonstate.edu">http://mybill.oregonstate.edu</a>. All billing for currently enrolled students is processed electronically through eBill on the **5th** of each month.

Unpaid balances as of the **1st** of the month following the eBill statement are considered past due, and they will be assessed interest at the rate of 1% per month (12% APR). Students are financially responsible for all courses for which they register. Students are responsible for paying fees by the deadline even if they do not receive a bill.

Please direct any questions about tuition, fees, and financial aid to the Business Affairs Office.

#### LEAVE OF ABSENCE

You must fill out a <u>Leave of Absence form</u> and have it approved by the Graduate School (at least <u>15</u> <u>business days prior</u> to the start of the term) if you need to take off a term (Fall, Winter, or Spring) for any reason.

o You are limited to three leaves of absence during your program. Some students (e.g.,

military students called to duty) have more flexibility in the number of leaves allowed by the Graduate School.

- Doctoral degree students may apply for a maximum of three academic terms of regular onleave status prior to advancement to candidacy, and they may apply for a maximum of three academic terms of on-leave status after advancement to candidacy. The time spent in approved on-leave status will be included in the maximum five years that may elapse between the preliminary oral examination and the final oral examination.
- Notify the Graduate Program Coordinator if you need to take a leave.
- You never need to fill out a leave form for summer term.
- If you do NOT fill out a leave form, you will have to reapply (including paying the application fee) <u>AND</u> register for 3 graduate credits for each term of the unauthorized break in registration and register for at least 3 credits for the term you are readmitted, e.g., 6 credits for one missed term.
- For more information about the Graduate School's policies,
  - See the Graduate Catalog
     <u>https://catalog.oregonstate.edu/college-departments/graduate-school/</u>
  - Contact the OSU Graduate School at 541-737-4881.

#### SUMMER TERM

Graduate Assistants **on appointment** during the summer term must register for a minimum of 3 credits. Thesis credits are typical. Please check with your advisor or the Graduate Program Coordinator during Spring term to fully understand your summer status.

Registration for a minimum of 3 credits during summer term is required if you are defending your thesis during the summer or if you are using university resources.

Catalog policy regarding summer term registration is as follows:

Graduate students who use facilities or faculty/staff time during summer session to engage in academic or research activities in support of their thesis/pursuit of degree are required to register for a minimum of 3 credits during the summer session. Graduate students who use facilities or faculty staff time during summer session purely in service to the university and not to engage in academic or research activities in support of their thesis/pursuit of degree are not required to register during the summer session.

#### DISMISSAL FROM GRADUATE SCHOOL

All students must read the Code of Student Conduct to be aware of actions that may lead to the dismissal process:

https://studentlife.oregonstate.edu/studentconduct/

#### **BASIC REQUIREMENTS FOR ALL GRADUATE DEGREES**

<u>School Seminar</u>: All newly-enrolled MEng\*, MS and PhD graduate students are required to take the School seminar course CBEE 507, Professional Development section, for the first year (3 credits). (\*MEng

students will take ENGR 520 Portfolio Preparation [1 credit] and ENGR 521 Portfolio Completion [1 credit] in place of 2 of the required 3 seminar credits.) These courses are intended to develop your understanding of the profession, to introduce the research activities that take place in this School, and to develop professional skills including literature searching and citations, communication skills, ethics, and navigating graduate school. In year two and beyond, all enrolled GA or Fellowship funded MS/PHD students are required to register for CBEE 507, Presentation section, all terms (F/W/S).

<u>Graduate Minor</u>: OSU does not require graduate students in engineering to pursue a minor. However, if desired, a minor may be selected. The minor may be a recognized school minor, a recognized integrated minor, or a student-designed/committee-approved minor. Minors appear on your transcript but will not be listed on your diploma. Speak with your major professor for more details on minors.

<u>Program of Study</u>: All students are required to complete a Program of Study outlining the courses that they will take to complete their degree requirements. The Program of Study is a contract between the student, the School, and the University (Graduate School). **Students should refer to their respective degree handbook for examples.** 

Visit the Grad School's "Forms" website for a link to the digital platform and instructions on how to compete the Program of Study. There is also an example for your reference in the program-specific addendum to the handbook. You may need to refer to the Graduate Catalog for further details.

#### https://gradschool.oregonstate.edu/forms

<u>Advisor selection</u>: To file an MS or PhD graduate program of study, a student must find a research advisor. During orientation, all research-active faculty will give short presentations about their research. You will participate in two separate lab rotations with advisors of your preference. By the end of winter term for ENVE and CHE students (end of fall term for BIOE students), thesis-based students will be paired with major professors on the basis of mutual interest and available projects/funding. The School cannot guarantee each student gets their top choice of advisor, but reasonable attempts will be made to arrive at workable matches. (MENG students are assigned an advisor by the Graduate Programs Coordinator.)

The choice of a major professor should be given considerable thought, since you will have a close working relationship with this individual for the duration of your degree program, and close professional and personal contacts thereafter. You are expected to complete your degree program under your assigned advisor's supervision (unless exceptional circumstances prevent it). Your major professor will guide your research efforts to completion and oversee all aspects of your graduate studies. The student is also responsible for actively seeking information about individual research projects. Good sources of information are the professors themselves or their graduate students.

In addition to performing laboratory rotations, students are encouraged to make individual appointments with faculty they are interested in working with. *Be sure to discuss financial support options with the faculty member when determining a proper fit and project.* Near the end of the rotation period, students will list their top two or three choices for preferred advisors.

Student will be informed of the results of this process by the Graduate Programs Coordinator. The student must sign the "letter of intent" to work with the specific advisor. This agreement is binding except in extraordinary circumstances. If a student believes a change of advisor is warranted they are encouraged to talk with the Graduate Programs Coordinator or the Associate Head for Graduate

Programs. Other resources include the University Ombudsman (<u>http://ombuds.oregonstate.edu/</u>) and the Director of Graduate Success at the Graduate School (<u>https://gradschool.oregonstate.edu/staff</u>). If the student/advisee relationship is terminated by either party the student is expected to find a new advisor within one academic term. Failure to find a new advisor will result in a loss of funding and the student will be expected to transfer to the MEng degree or leave the program. Students may be dismissed if the MEng transfer does not take place **by the next term**.

If a student fails to find a research advisor, the student may seek a research advisor outside the School of CBEE. However, any research project offered in a different program must be approved by the respective Graduate Committee within CBEE in order to obtain an advanced degree in chemical or environmental engineering. If no advisor is determined, the student may transfer degrees to an MEng (coursework only) course of study and complete the program without a project.

The PhD Program of Study must be completed before the student has finished their 5<sup>th</sup> term in the program, generally winter term of the second year. Because the Program requires signatures of the major professor and doctoral committee, students who have not identified a research advisor by Fall term of their second year are considered to be not making progress toward their degree. This determination can result in lost funding and/or require the student to transfer to the MEng degree. In cases where clear expectations have been set but not met, students may be dismissed from the program.

The MS Program of Study must be completed by the end of the first year. Students who have not identified a research advisor by the end of their first year are considered to be not making progress toward their degree. This determination can result in lost funding and/or require the student to transfer to the MEng degree. In cases where clear expectations have been set but not met, students may be dismissed from the program.

MEng students will be assigned an advisor by the Graduate Programs Coordinator at the start of their first term in residence. All questions regarding the program and curriculum should be first directed to the assigned advisor. If the assigned advisor is unresponsive or the student has unanswered questions, they should consult the Graduate Programs Coordinator or the respective program Graduate Committee Chair.

Make an initial appointment to see your advisor prior to registering. Your advisor will help you plan your schedule and make sure requirements are fulfilled. You are, however, ultimately responsible for seeing that you have fulfilled all the requirements necessary for graduation.

<u>Annual Evaluations of Student Academic Progress</u>: Students will participate in a review process for evaluating academic progress. First year students will receive expectations for first year completion of milestones during CBEE 507 Professional Development Seminar. These first year milestones include finding a match with a major professor with whom to continue research.

At the end of each academic year, students will complete a self-evaluation and then review it with their major professor. The form is in the Appendices in this guide. Every fall the student and major professor will meet to determine milestones and goals and set expectations. The spring review will be against those goals and expectations. Students failing to make satisfactory progress will have a remedial plan drawn up for them by their major professor with required timelines for completion. Failure to meet those expectations may result in loss of funding or dismissal from the program. Students may then

complete the MEng degree if desired.

**Ethics Training**: As an OSU and CBEE graduate student you are required to complete the Responsible Conduct of Research of Engineers course offered by the Collaborative Institutional Training Initiative (CITI). OSU has contracted with this organization to offer ethics training for all graduate researchers. To complete the ethics course, visit the CITI home page <u>https://about.citiprogram.org/en/homepage</u>. Register as a new user. You will need your OSU ID number and our campus address, which is 116 Johnson Hall, Corvallis OR, 97331. Select "Courses" and find the RCR course.

Register for the Responsible Conduct of Research for Engineers course, which contains 14 modules with a quiz after most of the modules. There are 11 main modules and 3 Conflict of Interest modules. Modules should take about 30-45 minutes each to complete. When you complete the course, send your completion report to the Graduate Programs Coordinator, and they will note the training in your graduate student file. You will also have to provide this information on your Program of Study form in the ethical research training box. Your Program of Study will not be submitted to the Graduate School until completion of this training.

If the student chooses, GRAD 520 may be taken to substitute for this requirement.

**<u>Research Integrity</u>**: Training in ethical research practices is an integral part of your graduate education and is required as part of your Program of Study. Further information concerning Research Integrity, and University policy, can be found at the following website: <u>https://research.oregonstate.edu/ori</u>.

<u>Safety Training</u>: OSU's Environmental Health and Safety department has prepared a training module on laboratory safety for researchers. CBEE is committed to a safe work environment. As a CBEE graduate student you are required to watch, learn, and reflect on this training video. As you complete the modules, print out all certificates of completion and turn these in to the Graduate Program Coordinator. Complete the training here:

https://oregonstate.bridgeapp.com/learner/programs/c54c52a0/enroll

**Publishing Expectations**: Publication of M.S. and Ph.D. level research findings in the peer reviewed literature is vital to the success and reputation of the graduate programs in CBEE. In most cases, this mechanism of dissemination is the most efficient and effective vehicle for communicating our work to relevant stakeholders, particularly other experts in the field. For faculty, publications are of critical importance for career advancement as evaluated through the promotion and tenure process. For students pursuing research and academic careers, publications serve a similar purpose. It is generally on the basis of these widely available, peer-reviewed manuscripts that the quality and impact of one's research endeavors is assessed and potential for future success evaluated. Stated another way, simply completing a M.S. thesis or Ph.D. dissertation is generally not sufficient for attainment of the career goals of students and faculty.

Issues surrounding the publication of peer-reviewed manuscripts and completion of M.S. theses and Ph.D. dissertations are intimately intertwined. This fact is recognized by the Graduate School and facilitated by so-called "manuscript-based" theses where theses and dissertations can package several published and/or draft publications into a single document.

In the School of CBEE, publication in peer-reviewed manuscripts is strongly encouraged by all researchbased students, especially those pursuing a Ph.D. As outlined above, these expectations are believed to be in the best interests of students, faculty, and the School. In general, publishing approximately 3 manuscripts on the basis of a Ph.D. dissertation and 1 manuscript on the basis of M.S. research are viewed as reasonable targets. Specifics of these expectations, including guidelines and timelines, are matters to be arranged between students and their faculty advisors. An important mechanism for formalizing and assessing progress towards these aims is the annual assessment of satisfactory academic progress (see appendices). This process provides a structure for faculty and students to set goals and expectations regarding publishing and to assess progress towards those goals on a yearly basis. For context, faculty members are evaluated on a similar basis via annual evaluations with the School Head and through mid-tenure, tenure, and promotion processes at the College and University levels.

**Thesis Guide**: The Graduate School's website has a complete guide to the thesis paper and the University requirements associated with the thesis. Students are encouraged to review the site before starting to write the thesis to ensure understanding of the formatting, procedures, and deadlines: https://gradschool.oregonstate.edu/current-students/thesis-guide.

Note that the Graduate School takes the formatting, content, and other requirements for the thesis (and especially the "pretext pages") very seriously. Failure to strictly adhere to these requirements may result in your thesis being rejected by the Graduate School.

<u>Thesis Binding</u>: The School (CBEE) requires one unbound, printed copy of each thesis, *in the same* format required in the Thesis Guide linked above, to be provided to the Main Office (Johnson 116) prior to your departure. If your advisor would like a hardbound copy, a second copy may be provided to the Main Office at the same time, and we will facilitate the binding. In this case, you must provide the index number that the faculty member wishes to charge for the binding services. Students wishing to bind a personal copy may bring a personal check made out to the following binding service at the time the thesis copies are submitted to the Main Office. Checks should be made payable to the following address. This binding is hardbound book with imprinted titling and authorship. Low cost thesis printing is available through OSU Printing and Mailing Services, conveniently located in the Memorial Union. Check out their services at: <u>http://printmail.oregonstate.edu/printing-services</u>. This binding should not be submitted to the School.

Cyrano's 361 SW 2<sup>nd</sup> Street Corvallis, OR 97333 Phone: 541-752-0469 E-mail: <u>stpcyrano@hotmail.com</u> Website: <u>www.stpcyranos.com</u>

For specific program requirements and information please refer to the handbook for your program.

#### APPENDICES

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# Oregon State University School of Chemical, Biological and Environmental Engineering Student/Advisor Memorandum of Understanding

	and		
Advisor		Student:	

The purpose of this Memorandum of Understanding is to clearly identify the Advisor/Student relationship for members of the graduate program in CBEE and to identify the initial expected source of funding (if any).

By filling and signing this form, the Student and Advisor parties agree to work together towards an MS / PhD (cross off one) degree by the Student.

Student Signature

Date

Advisor Signature

Date

# Appendix: Student and Advisor responsibilities

A healthy and fruitful relationship helps both the Advisor and the Student and forms the foundation of a careerlong beneficial relationship. The set of general guidelines below explaining the expected responsibilities on both parts is intended to help establish such relationships.

#### Advisor(s) Responsibilities

- The Advisor will maintain a respectful and professional relationship with the Student.
- The Advisor is neither the Student's best friend, nor his opponent the Advisor's responsibility is to help the Student be successful by providing opportunities and guidance in coursework selection and research. These opportunities include access to a clean, safe, and well-equipped work environment; opportunities for publications and professional presentations; and supplying accurate and objective references for potential employers.
- The Advisor will ensure that coursework and research are up to the high standards of graduate engineering
  education at OSU and that qualifying, preliminary, and/or final exams are fair. If there are concerns about the
  quality of the Student's coursework or research, the Advisor will step in to discuss possible options and
  remedies.
- The Advisor will give high-level direction research work but it is the Student's responsibility to conceive and implement the day-to-day tasks necessary to move the research forward.
- The Advisor does not have an obligation to provide funding to the Student but will strive to provide funding opportunities whenever possible.

#### Student Responsibilities

- The Student is expected to treat the Advisor with respect and address them formally, be respectful of other students, and help create a positive environment in the research group, the School and the University.
- It is the Student's responsibility to plan the program of study that meets the degree program and University requirements regarding number and types of credits needed for graduation with input from the Advisor. To achieve this, the Student should prepare a draft of the Program of Study (see <a href="http://oregonstate.edu/dept/grad\_school/forms.php#program">http://oregonstate.edu/dept/grad\_school/forms.php#program</a>) by the end of the Student's first term working with the Advisor and discuss options. It is also the Student's responsibility to be aware of key dates and requirements for qualifying exams, program meetings, preliminary exams, and/or final exams.
- When research funding is offered the Advisor and Student will attempt to reconcile the research topic desires
  of the student with the needs of the funding source generally, there is sufficient freedom to tailor the
  research toward the student's areas of interest. If the Student is unsatisfied with the research topic, it is the
  Student's responsibility to raise this concern with the Advisor. The Student always has the option of rejecting
  funding. However, once a commitment is made, the Student is expected to meet targets as deemed
  reasonable and agreed upon with the Advisor.
- It is the Student's responsibility to stay in contact with the Advisor and ensure the Advisor is current on
  research progress. For the purpose, the Student should take the initiative to schedule any meetings with the
  Advisor to discuss research questions or issues.
- The Student is expected to take ownership the research project and to bring energy, enthusiasm, and innovation to the project. In the end, the thesis must contain many of the Student's ideas and results interpretation. The time spent in the development of the research project should be in addition to any paid professional commitments contracted by the Student (e.g., beyond a GRA or GTA offer, if any).

# **CBEE Graduate Degree Programs Graduate Student Academic Progress**

The process for evaluating Academic Progress for graduate students in the School of CBEE <u>may</u> include 4 steps (in chronological order through academic year):

- 1. Planning Ahead (complete within <u>first</u> term, revised as necessary at end of AY) page 3 of this document
- 2. Graduate Competency List (complete within first term, revise as necessary at end of each AY) page 5
- 3. Assessment of Progress on Milestones (due at end of each AY) page 6-8
- 4. Graduate Education Performance Plan (following an unsatisfactory assessment) page 9 of this document

# **Definition of Satisfactory Academic Progress**

Satisfactory progress toward completing a graduate degree in CBEE graduate programs requires:

- An annual written assessment showing adequate progress in coursework, development of thesis or writing project as evaluated by major professor and the rest of the student's graduate committee;
- Maintaining a GPA of 3.00 or better for all courses taken as a graduate student;
- Successfully passing relevant exams outlined by the Graduate School and the CBEE program,
- Timely\* compliance with all Graduate School and programmatic requirements\*\* for committee formation, committee meetings, project proposal, submission of forms and information, participation in seminars and other activities expected of a student, scholar and citizen.

\*Students who are restricted from full course loads may negotiate a longer time frame in consultation with the Associate School Head for Graduate Programs and their major professor.

\*\*Students with overdue program materials may have holds placed on their registration by the Graduate School and may not be eligible for funding opportunities such as the Laurels Block Grant Scholarship, COE Fellowships, and COE School level Awards.

# Plan for Assessment of Graduate Student Satisfactory Academic Progress

- Early in their program (e.g., during their third term of enrollment) students should collaborate with their major professor and graduate committee to establish standards and expectations of satisfactory progress for that student's program.
- Student progress will be assessed annually.
- An assessment of student academic progress is made by the student, the student's major professor and, if requested, by other members of the student's graduate committee. Any member of the committee may write an evaluation of student progress for inclusion in the assessment package, but this is optional.
- It is the responsibility of the student to write a self-assessment narrative, arrange to meet with their major
  professor to review academic progress, and to submit the assessment package to the Graduate Coordinator
  no later than June 30<sup>th</sup> each year. The assessment package consists of the self-assessment narrative, any
  assessments written by committee members, and the signed and completed Assessment of Graduate
  Student Academic Progress form.

#### Process:

 Each spring term, every graduate student in a CBEE graduate program will fill out the 'Completion of Milestones' section of the 'Assessment of Graduate Student Academic Progress' form (Pg 6 of this document) and attach a written self-assessment narrative. The student may want to discuss their advisor's expectations for various categories of progress or professional development prior to writing the selfassessment.

#### Self-Assessment Narrative:

The written self-assessment should summarize activities undertaken by the student since the last review and should address:

- a. Progress on course work and timeline for courses remaining to be completed,
- b. Brief description of research topic and progress made,
- c. Progress on writing thesis,
- d. Reflection on goals from previous year
- e. Participation in career and professional development opportunities
- f. Goals for the coming year
- g. Any other relevant information, including any impediments to progress.
- 2. The student will then schedule a meeting with the major professor to review the student's self-assessment, progress, and accomplishments over the past year. Participation from other graduate committee members may be requested by either the student or the major professor, but is not required. If other committee members provide input the student should obtain their signature on the Assessment of Graduate Student Progress form.
- 3. The major professor reviews the student's materials and then fills out and signs the Assessment of Graduate Student Academic Progress form. Although optional, the major professor (or any committee member) is strongly encouraged to document their assessment of the student's progress in writing for inclusion in the assessment. It should be noted that signing the assessment without any written assessment will indicate agreement with the student's written narrative. These written comments may be helpful to document expectations for the coming year. The student signs the form and is responsible for submitting the narrative and the signed and completed Assessment of Graduate Student Academic Progress form to the Graduate Program Coordinator for inclusion in the student's permanent record by June 30<sup>th</sup> each year.
- 4. If the student's progress is unsatisfactory, the student will work with the major professor to develop a Graduate Education Performance Plan (page 7) that contains measureable milestones for assessing student academic progress over the course of the year. The plan will also be reviewed and signed by the and filed in the student's permanent record.

# 1. Planning Ahead for the First Year

Please plan ahead for the coming year in terms of academic milestones, competencies, professional and career development, etc. Use the table for formal academic milestones and the space below for other goals. The idea is that you use this opportunity to plan ahead for the year **with your major professor and committee**, and the assessment is then used to take stock and see how things have progressed.

#### To Be Filled Out By Student

Student's name:	Date:
Date entered CBEE graduate program:	Degree program (check one): M.EngM.SPh.D
Program:	Date of expected completion:
Major Professor Name(s):	
Committee Member Names:	

Checklist: (Complete those that apply to you; please fill in <u>all</u> dates that are applicable even if it's your best guess)

COMPLETION OF MILESTONES	TIME LINE	DATE COMPLETED OR EXPECTED
All Degrees		
Complete of Ethics Requirement (CITI RCR or GRAD 520)	First quarter	
Complete laboratory safety training	First quarter	
Draft Program of Study	First quarter	
M.Eng. Degree		
Establish Graduate Committee	Second quarter	
Program of Study submitted to the Grad School	End of Second quarter	
Schedule final oral exam	At least 2 week before event	
M.S. Degree		
Establish Graduate Committee	Third quarter	
Program of Study submitted to the Grad School	By end of year 1	
Schedule final defense	at least 2 weeks before event	
Ph.D. Degree		
Establish Graduate Committee	End of first year	

Qualifying Exam	End of first year (CHE); End of Fall term of year 2 (ENVE)	
Program of Study Meeting / Submit POS	After passing Qualifying Exam/ by end of 5 <sup>th</sup> term	
Preliminary Exam	End of 2 <sup>nd</sup> year or after approval of Program of Study and completion of most of course work	
Schedule final defense	One quarter before event	

This completed form must be submitted to the CBEE Graduate Coordinator *before the end of your first term in year 1*. In subsequent years, use the annual academic progress forms (page 5 and 6) that are *submitted by June 30<sup>th</sup>* each year.

Master's degree flow chart: <u>http://oregonstate.edu/dept/grad\_school/docs/success/Flowchart%20Masters.pdf</u> PhD degree flow chart: <u>http://oregonstate.edu/dept/grad\_school/docs/success/Flowchart%20PhD.pdf</u> Graduate School Deadlines: <u>http://gradschool.oregonstate.edu/progress/deadlines</u>

Please elaborate here on course work, competencies (see page 7), field work, data collection and analysis, conference attendance, publications, thesis chapters, workshop attendance, lab health and safety training, professional and career development events you would like to attend, etc. Anything you and your major professor and/or committee discuss as taking place in the coming academic year. Attach additional pages as necessary.

[...]

# **CBEE Graduate Degree Programs**

# 2. Graduate Competency List

#### • Disciplinary skills and knowledge

Knowledge of a student's chosen field of study, and closely related fields, including history and trends in major findings, concepts, theories, approaches, and context.

#### • Transdisciplinary/interdisciplinary skills and knowledge (biophysical and social sciences)

Knowledge of the relationship of the a student's field/s of study to social and/or biophysical sciences, and approaches for integration and synthesis during research, outreach, and teaching. For social science students, emphasis is on knowledge of biophysical sciences and how to use them to analyze and interpret information. For biophysical science students, knowledge of social sciences and how to use them to analyze and interpret information.

#### • Communication skills (oral, written, pedagogy, professional)

Ability to write and speak to diverse audiences in an organized and clear fashion about relevant areas of expertise, both disciplinary and inter/transdisciplinary. Ability to modify oral and written communications for specific audiences. Knowledge of contemporary electronic tools for communication, such as for supporting lectures, social media, and blogs.

#### • Critical thinking skills

Ability to evaluate the quality, context, scale, and biases in information, and to synthesize diverse kinds of information, in written and oral forms. Capacity for real-time discussion of biophysical and social systems and their interactions.

#### • Research skills (quantitative, qualitative)

Knowledge sufficient to understand the use of quantitative and qualitative summaries of data as evidence for conclusions and scientific inference. This can include skills and knowledge with statistical, mathematical, graphical and process models sufficient to plan, implement, analyze and interpret research.

#### Research ethics

Knowledge of processes and guidelines for assuring that research is conducted in socially and professionally acceptable and legal ways, while minimizing and managing conflicts of interest. Topics of relevance may include conduct general ethics, peer review, bias during data analysis and presentation, plagiarism, animal welfare, treatment of human subjects, collaboration, and authorship.

#### • Policy analysis/interpretation

Knowledge of the laws, regulations, social institutions, and governance processes relevant to application of a student's disciplinary and/or inter/transdisciplinary areas of study.

#### • Teaching (PhD only)

Knowledge of contemporary, relevant STEM teaching methods, and experience in their application in classrooms, online, and technical/professional environments. Experience in development of a classroom and/or online course, including development of a course syllabus that includes learning outcomes, lectures, laboratories, student assignments, and evaluation methods.

The **competencies** are *not* **course requirements**. Rather they can be acquired in a variety of ways. Life experiences, field experiences, extra-curricular activities and independent study are all examples of how a competency could be met. Students and their committees should be discussing how the student meets or will meet them.

# **CBEE Graduate Degree Programs**

# **3.** Assessment of Graduate Student Academic Progress

<u>To be filled out by the student</u>	
Student's name:	_Date:
Date entered CBEE graduate program:	Degree program (check one): MEngM.SPh.D
Program:	Date of expected completion:
Major Professor Name(s):	
Committee Member Names:	

Checklist: (Complete those that apply to you; please fill in <u>all</u> dates that are applicable even if it's your best guess)

COMPLETION OF MILESTONES	TIME LINE	DATE COMPLETED OR EXPECTED
All Degrees		
Complete of Ethics Requirement (CITI RCR or GRAD 520)	First quarter	
Complete laboratory safety training	First quarter	
Draft Program of Study	First quarter	
M.Eng. Degree		
Establish Graduate Committee	Second quarter	
Program of Study submitted to the Grad School	End of second quarter	
Schedule final oral exam	At least 2 week before event	
M.S. Degree		
Establish Graduate Committee	Third quarter	
Program of Study submitted to the Grad School	By end of year 1	
Schedule final defense	at least 2 weeks before event	
Ph.D. Degree		
Establish Graduate Committee	End of first year	

Qualifying Exam	End of first year (CHE); End of Fall term of year 2 (ENVE)	
Program of Study Meeting / Submit POS	After passing Qualifying Exam/ by end of 5 <sup>th</sup> term	
Preliminary Exam	End of 2 <sup>nd</sup> year or after approval of Program of Study and completion of most of course work	
Schedule final defense	One quarter before event	

# **Progress form**

<u>2. N</u> <u>Pro</u> g Major respo	lajor gress: profe nses v	Professor Assessment of essor(s): Please discuss your with your student.	<b><u>3. Signatures:</u></b> I have reviewed the student's milestones (above) and s narrative, have completed the 'Major Professor Assess (left), and confirmed that the student understands my	elf-assessment ment of Progress' responses.
YES	NO	QUESTION		Date
		Student is making satisfactory progress in completing his/her course work.		
		Student is making satisfactory progress in research	· · · · · · · _ / _ · _ / \cdot _ / _ · _ / _ · _ / _ · _ / _ · _ / _ · _ / _ · _ / _ · _ / _ /	
		Student is making satisfactory progress in writing of his/her thesis.	Committee Member Signature(s) (optional)	Date
		Student has participated in professional and/or career development opportunities	and am now submitting this fully completed form to the Coordinator with my self-assessment narrative attached	orogress (Iejt), e Graduate d.
			Student Signature	Date

This completed form must be attached to the self-assessment narrative and submitted to the CBEE Graduate Coordinator before June 30<sup>th</sup> each year.

# **Graduate Student Self-Assessment Narrative**

The self-assessment conveys progress since the last assessment cycle and should include the following:

- 1. Progress on course work and timeline for courses remaining to be completed,
- 2. Brief description of research topic and progress made,
- 3. Progress on writing thesis,
- 4. Reflection on goals from previous year (if any)
- 5. Participation in career and professional development opportunities
- 6. Goals for the coming year
- 7. Any other relevant information, including any impediments to progress.

It is <u>the responsibility of the student</u> to write a self-assessment narrative (attach separate page), arrange to meet with their major professor to review academic progress, and to submit the assessment package to the Graduate Coordinator no later than June 30<sup>th</sup> each year. The assessment package consists of the self-assessment narrative, any assessments written by committee members, and the signed and completed Assessment of Graduate Student Academic Progress form.

## **CBEE Graduate Degree Programs**

# 4. Graduate Education Performance Plan

This form is intended to monitor a student's performance towards degree completion **resulting from an unsatisfactory review** at an annual assessment. This form should outline mutually agreed-upon (between student and major professor) benchmarks of performance.

Student\_\_\_\_\_

Major Professor\_\_\_\_\_

Plan (Identify deficiencies and outline plan to remedy them):

Benchmarks (Criteria used to evaluate progress):

Signatures		
	Date	
	Student	
	Date	
	Major Professor	
	Date	

Associate Head for Graduate Programs

#### **CBEE Student Evaluation Process**

- 1) Graduate Program Coordinator begins form with first year students as part of Orientation. Discussion of their responsibilities and timelines.
- 2) By the end of Year One, student will be matched with research advisor. Major professor and student finish the First Year information, and plan for year 2, filing the completed assessment (progress form and student narrative by June 30.
- 3) Before the end of Year 2, Major professor and student complete the Assessment, filling in additional milestone dates as completed and the Progress form. Student completes a self-assessment narrative to discuss with major professor and attach to progress form. Assessment, Progress form and Student Self-assessment submitted to Graduate Coordinator by June 30.
- 4) If Student receives an unsatisfactory review during the annual assessment the Performance Plan form constitutes the plan of action to identify deficiencies and correct them. Submitted to the Graduate Program Coordinator by June 30 for the student's permanent file.

Safety Training Template

# CBEE Graduate Student EH&S Lab Safety Training

Student Name: Date: Student ID #:

Video title: Written summary of the important concepts and information in this video:

# **Graduation Checklist**

Name \_\_\_\_\_

These items must be completed and initialed by the appropriate party (where noted) in order to get your Electronic Thesis Defense form signed.

- 1) Return keys to Charlotte (Charlotte initial)
  - a. Office/lab and/or building keys
  - b. Mailbox keys
  - c. Desk keys (if Johnson)
- 2) Return your lab coat to Gleeson 109 with note for return to the supplier?
- 3) Completed the exit survey at the Graduating Student web site? (You were mailed a link)
- 4) Changed your address at MyOSU if you are moving?
- 5) Submit **2** copies of your thesis to Charlotte (NO binding, just pages!) (Charlotte initial).
- 6) Clean your assigned desk, empty drawers, and alert the Grad Program Coordinator to the date it becomes available for the next person.
- 7) If you had a locker, have you cleaned it out and removed the lock?
- 8) Return this form to the Graduate Program Coordinator?  $\odot$