

9. Your annual activity reports must be on file with the Graduate School on May 15. This means that you have to have your graduate student advisory committee meeting at least a week prior to this date. The department chair, Dean of the college and Graduate School Dean will check that your progress based on this report and the previous years report if applicable. Thus, spend efforts on writing the activity reports.
10. At your graduate advisory committee meetings, you are expected to present your academic and research progress in a power-point presentation.

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22. If you work in a laboratory, make yourself aware of the safety issues and share space fairly. Do only use the equipment you have been trained on and that you are allowed to use. Use it only within the framework of what it was intended to be used for.

III. Professional Conduct

1. Never speak negatively about your university, college, institute, program, or research group. Such comments will reflect badly on you, can cost you the interview, the job and the respect of your colleagues (Be aware that the atmospheric science community is very small!).
2. Focus on improving the name of our lab and do not tear down the work of students or other labs. Gossiping about others is unacceptable.
- 3.

VI. Degree Requirements

The UAF catalog provides the detail on the specific degree requirements. Detailed information on thesis defense, orals and comprehensive exams with respect to the Atmospheric science Program are available at <http://www.uaf.edu/asp/Academics/grad.plan2.htm>. You are expected to be familiar with both these documents. Additionally be aware of the following:

1. It is the student's responsibility to keep in graduate standing. This includes, among other things, having at least a B average, calling committee meetings and submitting annual reports to the graduate school (see UAF catalog for details).
2. The thesis must be approved by the advisor before being submitted to the student's advisory committee.
3. A thesis should contain the student's original research and conform to the requirements of the UAF Graduate School and the Atmospheric Science Program. If previously published manuscripts are to be included, necessary approvals should be obtained from the publishers.
4. At your advisors discretion, letters of recommendation for future positions may be held until at least a first draft of the thesis has been received. Only under rare occasions will you be allowed to return for a thesis defense after you have begun your post-doctoral research or a PhD position elsewhere. For your own good, finish all your UAF requirements before moving on.
5. Allow committee members at least 6 weeks to evaluate your thesis before you schedule your defense. This will enable sufficient time to perform re-writes. Your thesis should be complete and acceptable by all committee members before you defend.
6. It is the student's responsibility to have the thesis written in acceptable English and the format required by the Graduate School. The format is published on the web, and the Graduate School offers classes on Thesis Writing and a TA from the English department for help. Make use of these resources.
7. Your thesis defense will include a public seminar and a "private" examination by your committee. When defending, be clear and concise in your answers and ask for clarification if you do not understand a question. If you require assistance in preparing for your defense, you should consult your advisor.
8. Your advisor has a dual role in your thesis defense. S/he will be an examiner, but also an advocate.
9. While thesis defenses can be difficult, remember that the defense is designed to probe your limits. Thus you are not likely to answer every question correctly or completely. If you do not know something, admit it – do not make up an answer. Say specifically what you do not know, but go on to explain what you do know about the question. If the question is about something that is unknown in the field, be sure you say that the answer is unknown rather than that you do not know.
10. Before leaving UAF, you will be required to participate in a Student Learning Outcome Assessment (SLOA) and an exit interview. This interview will include an evaluation of your experience in the program and lab. Make sure you have completed all necessary tasks before leaving. Among these tasks are return of keys, cataloging of experimental samples and data, release of laboratory notebooks and cleanup of your research area and materials.
11. Some labs have their own additional exit interview.

Please sign below to indicate you have read and agree with the statements made in the above tips, guidelines and expectations. Failure to follow these guidelines is considered to be a breach of responsibilities as a graduate student in this program and will be dealt with accordingly.

Print Name: _____

Signature: _____

These guidelines have been adopted in great part from guidelines provided to students at the UAF Chemistry Department and University of Washington. It has been modified for UAF and the Department of Atmospheric Sciences.

Note that the term lab here refers to the research group of your supervisor. In the following the word is used for both the group as well as the laboratory.

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