Introduction to Graduate School (Aug, 2016)

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Training You Must Do

- Laboratory safety: **EHRS Training – Tomorrow**
- Radiation safety: **Lab Rotation-specific**
- Animal Welfare: **Lab Rotation-specific**
- HIPPA (Health Insurance Portability and Accountability Act): **Online- ASAP**
  
  [http://knowledgelink.upenn.edu/](http://knowledgelink.upenn.edu/)
- Responsible Conduct of Research: **Continually**
Expectations of BGS Students

• Act Professionally
  o Be responsible
  o Be respectful of everyone
  o Don’t delay: Do things in a timely manner
  o Email: Reply without delay
Expectations of BGS Students

• Be Self-Motivated
  o Read journal articles regularly, without prompting
  o Understand the science
  o Ask questions
  o Come prepared to class and lab
  o Learn how things (equipment, techniques) work

• Be Productive
  o Be proactive, not passive: Move your science forward
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Opportunities for BGS Students

• BGS Student = Full-Time Position
  o Travel to meetings.
  o TA opportunities/CTL Certificate.
  o Career considerations (Dave Manning).
  o Certificate programs.
  o Student organizations.
Expectations of BGS Students

• All incoming BGS students **must read** & sign this document:
  – I. Student Conduct
  – II. Conditions of Fellowship Awards
  – III. Leaves of Absence
  – IV. Academic Requirements
  – V. Grievance Policy
  – VI. Other Policies

Please sign and date the *Expectations of Students in BGS* and the *Patent and Tangible Research Property Policies and Procedures Participation Agreement* (last page of this packet) and return to the staff at orientation.

Thank you.

* Provided as a separate document in orientation folder
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Every member of the University community is responsible for upholding the highest standards of honesty at all times. Students, as members of the community, are also responsible for adhering to the principles and spirit of the Code of Academic Integrity.

A. Cheating
B. Plagiarism
C. Fabrication
D. Multiple Submission
E. Misrepresentation of Academic Records
G. Unfair Advantage
F. Facilitating Academic Dishonesty

BGS Academic Information and Policies
Always cite your sources!

Appropriation of another person's ideas, processes, results or works without giving appropriate credit is all considered plagiarism.

Even internet sources need to be cited.

When in doubt, err on the side of caution.
Penn’s policy states that the following is forbidden:
   – "Intentionally infringing upon the intellectual property rights of others in computer programs or electronic information (including plagiarism and unauthorized use or reproduction)."

Violation of this policy can lead to loss of system access, employment termination or expulsion. In addition some activities may lead to risk of legal liability, both civil and criminal

Penn's policy on Acceptable Use of Electronic Resources can be found here:
   – http://www.upenn.edu/computing/policy/aup.html

For more information on U.S Copyright law go to:
   – http://lcweb.loc.gov/copyright/

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**Downloading Copyrighted Material**

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Who Owns the Data?

http://www.med.upenn.edu/postdoc/documents/patent.policy.02.22.05.pdf
Who Owns the Data?

• Faculty, graduate students, postdoctoral fellows or staff performing research in a university do not own the data collected.
  • Employees work for hire for the university, which, in most cases, owns the rights to the data;
  • Students and postdoctoral fellows sign a participation agreement that governs Research Property.

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- Data and data books collected by undergraduates, post-baccalaureate students, graduate students, and postdoctoral fellows on a research project belong to the grantee institution.
  - Students may not take their data when they leave without making appropriate arrangements.
  - Retaining copies of data is allowed with permission and is usually good practice.
  - When faculty members leave an institution, they have to negotiate with the university to keep their grants and data.

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Respectful Workplace

BGS students are also expected to treat other individuals in their environment with respect (PennViolencePrevention).

Respectful Workplace Rules
(from Creating a Respectful Work Environment in a Research Laboratory, OAA/EOP)

Think and Be Sensible Before You Act: Ask yourself these questions-
• Is the joke, behavior or conversation appropriate to the relationship?
• Would my colleagues consider my behavior as unprofessional behavior?
• Could the comment/behavior be misunderstood by people who don’t know the situation?
• Do you think about the impact of your communication with others, and do you notice how other people react to what you say and do?
• Are you treating others with respect and identifying how they want to be treated?
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Course Evaluations

Course evaluations are an important aspect of teaching and learning.

They are used to:

• **Strengthen teaching at Penn**
  – Instructors use the course evaluations to improve their teaching.
  – Each instructor receives a compilation of the responses and comments to use in evaluating their own teaching and planning future courses.

• **Assess instruction**
  – Colleagues, Department Chairs, Deans, and the Provost use student reviews as a part of the tenure and promotion process.
  – *Teaching excellence matters* in deciding whether a professor gets promoted and student evaluations are an important part of evaluating a professor’s teaching abilities.
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• Was the course content useful/interesting?
• Did you learn new material/consolidate previous knowledge?
• Was the course format effective? What worked? What could be improved?
• Did assignments and exams challenge your use of new knowledge? Did they cover relevant material?
• For individual lectures/lecturers, was the information appropriate and accessible? Did you learn effectively?
**Sample of BGS Course Evaluation Form (for on-line evaluation)**

Please rate the questions on a scale of P=Poor, G=Good, VG=Very Good, E=Excellent (0-4 scale)

<table>
<thead>
<tr>
<th></th>
<th>P</th>
<th>F</th>
<th>G</th>
<th>VG</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Overall quality of course</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
</tbody>
</table>

2. Mike Nusbaum - Overall quality of instructor | ○ | ○ | ○ | ○ | ○ |

*(note: some courses will have a separate evaluation for additional lecturers in addition to the overall course evaluation)*

3. Strengths of the course

4. Weaknesses of the course

5. Additional Comments

**Course Evaluations are Done On-line**
You Will Be Reminded.....

Initial Email – send 7 days before course ends
Biomedical Graduate Studies – Penn Course Evaluations
Dear Student:

Below is the link for the online evaluation of Biomedical Graduate Studies classes. Please access (link to evaluations here) to evaluate the following course(s) in which you are enrolled for this semester:

(courses listed here)

Please remember that your answers will remain confidential and will not be reported in a way that could compromise your anonymity. Thank you for taking the time to complete these important evaluations.

Reminder Email – 14 days after initial email
Biomedical Graduate Studies – Reminder for Penn Course Evaluations
Dear Student:

Below is the link for the online evaluation of Biomedical Graduate Studies classes. Please access (link to evaluations here) to evaluate the following course(s) in which you are enrolled for this semester:

(courses listed here)

Please remember that your answers will remain confidential and will not be reported in a way that could compromise your anonymity. Thank you for taking the time to complete these important evaluations.
Final Reminder – 27 days after initial email

Biomedical Graduate Studies – Final Reminder for Penn Course Evaluations

Dear Student:

Our records indicate you have not completed your course evaluations online. Please access ______________ to evaluate the following course(s) in which you are enrolled for this semester:

(courses listed here)

This is your final reminder. You have 2 more days to complete these evaluations.

Please remember that your answers will remain confidential and will not be reported in a way that would compromise your anonymity. Thank you for taking the time to complete these important evaluations.

Please make sure that your comments are helpful and professional!
BGS Policies

Expectations of Students in Biomedical Graduate Studies
Conditions of Fellowship Awards
Matters of Conduct and Academic Integrity
Authorship Policy
Leaves of Absence (including Parental Leave)
Procedures for Managing Visiting Students

University Policies

Academic Integrity
University Policies Relevant to Graduate Education
Graduate Rules and Regulations
The Penn Book (Penn Resources, Policies, and Procedures)
Procedures Regarding Misconduct in Research for Non Faculty Members of the Penn Community
Sexual Harassment Policy
Consensual Sexual Relations Between Faculty and Students