Syllabus
Graduate Research (MS and PHD)

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Office Hours: Monday 10:00-11:00, Thursday 11:00 – 12:00
Location: SCIE 441

Goals and Objectives
The goal is to perform research with the ultimate intention of publication, presentation, and inclusion in a dissertation or thesis.

Lab Rules
- Wash and put away your glassware when you are finished with it.
- Always leave the lab in as good (or better) condition when you are finished working.
- CLEAN UP your work space.
- Return all materials (pipets, glassware, reagents) to their storage location when you are finished.
- Never leave used pipet tips on the pipets.
- Observe safety rules
- Dispose of waste safely
- Never hesitate to ask me or a senior student if you have a question.
- Perform your weekly lab duties

Safety Policies
Goggles and closed toed shoes must always be worn in the laboratory. Long pants and shirts that cover the shoulders and the midriff or laboratory coats are also required. All chemical waste must be disposed in the appropriate labeled containers in the cabinets under the hood. All students must also attend annual chemical hazard and biohazard safety training sessions. Please ask for assistance if you are unsure of how to dispose of chemicals. Please do not leave any solvent or other bottles uncapped at any time, even if they are under the hood. No student may work alone in the building at any time.

Individual and Group Meetings
Group meetings will be held on Friday afternoons, and individual (or small group) meetings will be held every other Monday (Graduate and Undergraduate students alternating). Attendance at and participation in these meetings is mandatory, and I expect you to let me know in advance if you will be unable to attend. We have ~3-4 presentations/meeting, which means each of you presents about once a month. Presentations are about 15 minutes in length, with plenty of discussion during and afterward. Typically, we use powerpoint to present data, but it can be casual (i.e. not particularly polished). The main idea is to let the group know what you are currently working on, and allow other members to give suggestions. It is necessary that you present data, however, not just talk about what you did in lab. Graphs with error bars are very much appreciated!
Grading

Grades will be based on attendance at and participation in laboratory meetings and at scheduled laboratory times, the laboratory notebook, and the quality of your research.

Lab Hours

I expect all graduate students to put in at least 20 hrs of research per week during the semester, and 40 hrs per week during the summer. These hours may be put in whenever it is convenient for you, but note that you may need to coordinate with other people who are working in the lab. The most successful students often work on evenings, vacations, and weekends, and put in more than 20 hrs per week. I promise you that if you put in the time necessary, you will find participation in research to be a very rewarding experience. Note that I generally judge your progress not by the hours you put in but by your productivity in results.

Receiving Training

In many cases, you will be trained by senior students in the laboratory. Please respect the time of the people who are doing the training. Prepare and show up on time, and inform the person who is training you in advance if you will be late or unable to attend. As the trainee, it is your responsibility to schedule and reschedule training sessions.

Instrument Time

Sign up for time on the online calendar before you intend to use the mass spectrometer. Everyone needs the instrument, so please be courteous and observe the following rules:
- Have all of your samples prepared and your lab work done *ahead of time* so that instrument time is not spent preparing samples.
- Always show up for the time that you have reserved. If you are unable to come in for your assigned time, remove your name from the calendar.
- Sign up for only the hours that you absolutely need, and clearly indicate the time that you will be arriving and finishing.
- Leave enough time to clean the column and your work area when you are finished, so that the instrument is ready for the next student.

Laboratory Notebooks

Record all of your calculations, observations, and data in your lab book. Do *not use loose paper or paper towels for this purpose*. Use a lab book with attached pages. Number and date all of the pages.

Research Proposals

You will present a proposal of your research work to your committee during the first semester of your second year. This proposal will need to be completed and turned in to all members of your committee at least 1 week prior to the date of your proposal presentation. I will need to work on it with you for several months prior to its completion, so start early. Discuss with me for details.
Dissertations and Theses

Your dissertation or thesis must be completed and presented to your committee at least 2 weeks prior to the deadline for submission to the graduate school on a given semester (deadlines vary, see the graduate school website). This allows for time to incorporate changes suggested by your committee. The document (except for changes recommended by your committee) must also be completed and approved by me 1 week prior to the date of the defense.