BBMB New Graduate Student Orientation

Wednesday, August 15, 2018
Agenda

- Introductions
- Overview of ISU and BBMB
- Graduate program and PhD Degree
- Laboratory rotations and placement
- Assistantship support
- Laboratory Safety
- Fall class registration
- Life in Balance
- BBMB Administrative Staff
Welcome to ISU!

- 1858 – Year the Iowa Agricultural College and Model Farm, now Iowa State University of Science and Technology (ISU), was established by the legislature of the State of Iowa.
- 1869 - first class of 24 men and two women entered in 1869.
- 2018 (spring) enrollment was 33,026 of which 4,777 were graduate students.
- 18,000 from Iowa, 10,000 from other states in U.S., and about 6,000 other countries, from Afghanistan to Zambia.
Welcome to BBMB!

- 1960 Roy J. Carver Department of Biochemistry, Biophysics and Molecular Biology founded and renamed in 2012 in recognition of gifts and commitments to BBMB from the Roy J. Carver Charitable Trust
- 33 faculty who, together with their postdoctoral and research assistants and students, study all phases of molecular mechanisms underlying biological processes as explained by the principles of chemistry and physics
- 67 (fall 2018) graduate students, of which 48 are Biochemistry and Biophysics graduate students
- Most faculty laboratories and the department office are located in the Molecular Biology Building
BBMB Graduate programs

- Overseen by the Graduate College. website and online handbook
- Professor Richard Honzatko, Director of Graduate Education (DOGE)
- Offer Master’s and PhD degrees in Biochemistry and Biophysics, as well as graduate certificates
- Program of study based on your major, major professor, and POS committee
- BBMB Graduate Handbook – online resource
PhD degree overview

- 72 credits minimum for degree
- 5-6 years to complete
- 2 years to complete required coursework
- Graduate courses designated 500-600 level
  9 credit limit at the 300-400 level, with 3 credit max at 300 level
- POSC. Complete online program of study after you join lab
- 3 Oral Exams:
  - BBMB Oral Research Proposition Exam (ORPE) after year 1
  - Graduate College preliminary oral exam (Prelim) after year 2
  - Graduate College final oral exam
- Teaching is program requirement
- Remaining time is devoted to research
Lab Rotations and Placement

- Three rotations each lasting 5 weeks during fall semester only vs. one year rotations for students in interdepartmental programs
- Critical you do well in each - competitive with other students and programs
- August 24, 2018: Student Priority List for Selection of Laboratory Rotations due
- August 30: Rotations assignments sent
- September 4: First Rotation; last rotation ends December 14
- December 11: Research group assignments sent to students and faculty
- January 2, 2019: Officially start working in your research group
Assistantship support

- Research (RA) or Teaching (TA) for specified period through letter of intent (LOI)
- Half-time (20 hours per week) at $2,167 monthly stipend = $26,004 per year
- Includes student health insurance and 100% resident tuition scholarship
- To earn tuition scholarship
  - Be enrolled during the term of your appointment
  - Be on assistantship appointment at least a 3 month period during the fall and spring semesters; 6 week period during the summer term
  - Be a student in good standing (Cum GPA 3.0)
- Mandatory Fees of around $1,500 a year your responsibility: Activity, Services, Building & Recreation; Health Facility; Health Fee; Technology Fee
Lab Safety

- Complete Core Required Courses and additional training for specific laboratory activity training (see curriculum)
- Laboratory Check-In Form. Complete and you and your lab supervisor sign for each lab you work in.

### Laboratory Check-In Form

This document must be read and initialed by all researchers who work in laboratories. Researchers include faculty members, staff, visiting scholars, post-doctoral associates, graduate and undergraduate students, and workers hired on an hourly basis.

No research shall begin until each category in this form has been initialed and dated, and the completed form reviewed and approved by the appropriate supervisor or lab manager.

<table>
<thead>
<tr>
<th>Initial</th>
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<tbody>
<tr>
<td>1. Assignment - I understand that my supervisor will be ________________________ and I will be authorized to work in the following locations ________________________.</td>
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<tr>
<td>2. Laboratory Safety Manual - I have read the Iowa State University Laboratory Safety Manual, know its location in our laboratory and agree to follow the policies and procedures specified therein.</td>
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<tr>
<td>3. Hazard Inventory Form - I have completed a Hazard Inventory Form and sent it to EH/SE on ______________________. I understand that I must complete another form if I change job locations, work responsibilities and/or if workplace hazards change (including starting a new lab method).</td>
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<tr>
<td>4. EH/SE provided Training - I have completed a training needs assessment on the EH/SE website and have completed required training courses offered by EH/SE online or in a classroom. Copies of training records have been submitted to the administrative office for filing.</td>
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<td>5. Lab-Specific Training - I have received and understand lab-specific training concerning lab hazards, the use &amp; function of lab specific equipment, the location of safety equipment and the safe handling and storage of chemicals in the research laboratory.</td>
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<td>6. Laboratory Inspections - I am aware that I am responsible for keeping my personal workspace clean and assisting with regulatory compliance efforts in the laboratory that may include routine laboratory inspections.</td>
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<tr>
<td>7. Standard operating procedures (SOPs) - I have reviewed the Standard Operating Procedures for all lab processes that I will perform that involve chemical, biological and radioactive materials. I understand that I must develop SOPs whenever new research methods are developed in the lab during my stay and must review them with my supervisor.</td>
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<tr>
<td>8. Working alone in the laboratory - I understand that research may need to be conducted at all times of the day. I may need to find a companion to work in the lab at the same time so I do not have to work alone. I understand that I may agree to call a friend/supervisor every 30 min (or other designated time) to ensure my safety.</td>
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<tr>
<td>9. Safety Data Sheets (SDS) - I have access to and know the location of the safety data sheets (SDS) in my laboratory. I understand the SDS sheets are there for my use at any time.</td>
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<tr>
<td>10. Personal Protective Equipment (PPE) - I understand that wearing safety glasses or goggles and a lab coat are required for laboratory work at all times. When working with chemicals or biohazards I should also wear gloves that are recommended to protect against the hazard in question. I have read and understood the information concerning personal protective equipment contained in the Laboratory Safety Manual.</td>
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Revised 2013
Registering for classes

- Fall 2018 – 12 credits maximum
  BBMB 504 (2 cr) 1st half
  BBMB 505 (2 cr) 2nd half
  BBMB 593 (1 cr) Crystallography module of BBMB 561/561L offered in spring
  BBMB 682 (R cr) Department Seminar
  BBMB 699 (Rest of credits) Prof. Honzatko (DOGE), Section I, Ref# 2038040
  GR ST 565 (1 cr) Responsible Research Conduct

- View Class Schedule by semester ([classes.iastate.edu](http://classes.iastate.edu))
- Log on to [AccessPlus](http://AccessPlus) and click on the Class Registration link to register
- Your registration start date and holds information are also available on [AccessPlus](http://AccessPlus) under the Current Student Info link
- 12 credit maximum (1 credit maximum summer term only)
Life in Balance

- Recreational Services
- University Museums and Art on Campus
- State Center for Performing Arts
- ISU Public Lectures Program
- Student Organizations on campus
- Sporting Events – Go Cyclones!!
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BBMB Administrative Staff

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