



Guidelines for Graduate Students

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Graduate Orientation
August 18, 2020***

Overview

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- **Information Sources**
- **Excerpts from Graduate Student Code**
- **Plagiarism**
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COVID-19

- **On-line Courses**
- **Office hours and appointments**
- **Follow medical recommendations**
- **You are responsible for ensuring that you attend all class meetings and complete all in-class and out-of-class work as assigned by the instructor.**
- **You are also responsible for communicating with the instructor should you need to be absent.**
- **Contact Jaimie Dahl**

Motivation

- **If you can change the following five most common negative thought patterns to positive ones, you will be much more effective and happier too.**

Five most common negative thought patterns

1. “I have to” with “I choose to.” [You decided to pursue a Ph.D. because you wanted to.]
2. “I must finish” with “When can I start?” [For various reasons, many of us feel a rush to graduate]
3. “This is so big” with “I can take one small step.” [A doctoral dissertation is a big project, but to my knowledge nobody finished it in one day.]

Five most common negative thought patterns

4. “It must be perfect” with “I can be human” [what are the important things that must be accomplished in your thesis? Can these goals be accomplished within a reasonable amount of time?]
5. “I don't have time to play” with “I must take time to play.” [The truth is that the best time to take a break is when you feel the most overwhelmed.]

Graduate Student Information

- Graduate School
 - <http://www.gradschool.wsu.edu>
- Good Practices
 - <http://www.gradschool.wsu.edu/CurrentStudents/PoliciesAndProcedures/>
- Grievances
 - <http://www.gradsch.wsu.edu/Documents/Pdf/GrievanceProcedures.pdf>

Graduate Student Code

- **Rights**
- **Responsibilities**
- **Expectations**
 - **Students**
 - **Faculty**

WSU graduate students have a responsibility to

- **Conduct themselves in a mature, professional, and civil manner**
- **Learn the Graduate School's Policies and Procedures**
- **Maintain integrity in academics**
- **Communicate regularly with faculty advisors on matters related to progress**
- **Respect time constraints of faculty**
- **Fulfill, in a timely manner, the requirements of their program**
- **Assume the initiative in selecting committee members for thesis**

Excerpts from Graduate Student Code

- **Teaching Assistants**
 - **“TAs have the responsibility to meet the goals and objectives of their teaching assignments as articulated by course instructors and departmental administrators. TAs should strive for the highest quality of instructional pedagogy and delivery of services to students. All grading responsibilities should be fulfilled thoughtfully and in a timely manner. “**
 - **The expectation is that you, the TA, setup a meeting with the faculty advisor to review your responsibilities.**

Excerpts from Graduate Student Code

- **Research Assistants**
 - **“Employment as an RA involves commitments, not only to thesis and dissertation research, but to the goals and objectives or deliverables of the sponsored project providing salary support.”**
 - **The expectation is that you, the RA, setup a meeting with the faculty advisor to review your responsibilities.**

Plagiarism

- <http://www.wsulibs.wsu.edu/plagiarism/what.html>
- There are two circumstances that could give rise to a charge of plagiarism:
 - Cheating (intentional plagiarism)
 - Misuse of sources (unintentional plagiarism)
- Unintentional plagiarism, or the misuse of sources, is the accidental appropriation of the ideas and materials of others due to a lack of understanding of the conventions of citation and documentation.

Intentional Plagiarism

- **Intentional plagiarism is where one knowingly appropriates the work of others and passes it off as their own. This can include:**
 - **copying entire documents and presenting them as your own;**
 - **cutting and pasting from the work of others without properly citing the authors;**
 - **stringing together the quotes and ideas of others without connecting their work to your own original work;**
 - **asserting ideas without acknowledging their sources, reproducing sentences written verbatim by others without properly quoting and attributing the work to them;**
 - **making only minor changes to the words or phrasing of another's work, without properly citing the authors.**

Concluding Remarks

- **Faculty role is to serve as advisors and mentors.**
- **Students responsibility is to meet programmatic and University requirements.**
- **Plagiarism ... don't do it!**
- **The outcome ...its *your* opportunity to meet requirements and competition to succeed in the future. Enjoy the experience!**