

Department of Chemistry

M.S. Degree Program - Academic Policies

DEPARTMENTAL NEWS

1. Resources

Dr. Hansen is the Chair of the Department of Chemistry and Physics
Dr. Bernazzani is the Graduate Advisor
Dr. Lumpkin is the Undergraduate advisor
M. Arthur Bradberry is the Chemistry Laboratory Manager
Mrs. Marsha Williams is the Chemistry Laboratory Coordinator
Mrs. Sandy Drane is the International Student Coordinators
Mrs. Carmen Breaux is the executive assistant for Graduate Studies
Mrs. Lisa R. Hansen is the Administrative Associate Sr. of the Dept. of Chemistry and Physics

2. Program Options

- MS thesis
 - Includes a research component
 - Most versatile degree

- MS non-thesis
 - No research – more course work (four more electives)
 - No summer funding
 - For students interested in pursuing a different degree later (Ex. MBA)

3. Safety Briefing

All students ***MUST*** attend the safety briefing, which includes proper laboratory conduct and waste disposal. Announcement will be posted shortly.

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ON MATTERS OF MONEY

1. Fee waivers

Do I get a waiver? Yes if:

- You just arrived and were promised one
- You had one last semester and are in good academic standing (GPA > 3.0)
- You did not have one last semester because your GPA was low, but are now good academic standing (GPA > 3.0)
- You are working as a TA for the department

2. Teaching Assistantships

A student may not be a teaching assistant if

- He/She chooses to
- He/She just arrived and has no SSN
- He/She just arrived and has no training in the department
- He/She is not in good academic standing (GPA < 3.0)

3. Graduate Assistantships

- Assistantships may be offered to students doing thesis research
- Information will be given at the Orientation session

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GENERAL INFORMATION

1. Core Courses-CHEM 5310, 5330, 5350, 5370 (analytical, inorganic, organic and physical)

- a. All full time graduate students must enroll for in at least one of the core courses when offered until all are satisfactorily completed.
- b. Full time graduate students may not drop a core course except under extraordinary circumstances and with the approval of the chemistry graduate faculty.
- c. Satisfactory completion is defined as “a grade of “B” or better in these courses” (see page 51 of the Graduate Catalog). Grades of C, D or F are not acceptable.

2. Chemical Literature and Seminar- CHEM, 4111, 4121

All full time graduate students must enroll for Chemical Literature (CHEM 4111) and Seminar (CHEM 4121) during the first year of residency.

3. Departmental Seminars

All full time graduate students are required to attend all announced department seminars, including thesis defenses.

4. Academic Standards

Graduate students must maintain a “B” average (3.0) on all graduate work and a “B” or better (3.0) on the core courses. Students falling below these standards will be placed on probation, and may be withdrawn from the program by the chemistry graduate faculty.

5. Thesis Advisor

New graduate students are asked not to select a research and thesis advisor or begin research until they have satisfactorily completed one semester of course work. Commencement of selection of an advisor must be done at the end of the first semester in residence with all active graduate faculty before selection.

- Browse through the faculty summary of research (attached)
- Look at each faculty website (<http://dept.lamar.edu/chemistry/staff.htm>)
- Talk to other students
- Discuss with at least three faculty that interest you (**a form must be filled, which can be found on the web, signed by each faculty member you talked to and given to the graduate advisor when an agreement has been made**)

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6. Admission to Candidacy

Graduate students must apply to the Department Chairman for Admission to Candidacy (G-2 form, found on the web) to the M.S. degree when half (12 to 15 semester hours) of the required course work is successfully completed. Nine (9) semester hours (including thesis) must be completed after the student is admitted to Candidacy.

7. Communications

News and important information are announced using

- Bulletin board(s)
- Mail in your box (copier room) – check it!
- Email

8. Language

ENGLISH is the language of communication within the University. Use English for any and all discussions while on Campus.

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NEW CHEMISTRY GRADUATE STUDENTS

2. Class registration

For international students, every Semester, an insurance “Hold” restricts your ability to register for classes. You must pay this health insurance (at the Wimberley Building) at the beginning of each semester.

The graduate advisor will register you in your first semester. It is the burden of the student to register for classes for each following semesters (thesis courses are the exception)

3. Social Security Number (SSN) Request

International students cannot work as teaching assistants until they have requested a SSN.
Process takes 4-6 weeks
New students are not offered TA positions during the first semester following their arrival

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FIRST YEAR CHEMISTRY GRADUATE STUDENTS

1. Class Registration

Everyone should be registered at this time.
Please check your status

2. Thesis Advisor Selection

See general information

Selection should be done by the end of the first semester

Selection implies dedication to the research project

Typical expectations:

- 40 hours/week of research does not include course work, TA etc.
- Duration: not less than 12 months
- 2 months for writing the thesis
- Strongly dependent on RESULTS

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SECOND YEAR CHEMISTRY GRADUATE STUDENTS

1. Graduate Thesis Committee Selection

- Discuss this with your research advisor immediately!
- Three members including your research advisor
- Only one member can be outside the chemistry department of Lamar U.

2. Admission to Candidacy (for both thesis and non-thesis options)

- Need to fill out G-2 and G-3 forms (includes thesis committee acceptance)
- Add your email address
- Place in the departmental box (in copier room)
- Confirmation of acceptance will be sent by email.

3. Concentrate on the Important Things in Life

- Classes, Research, Classes, Research
- CHEM 5391 must be taken if you are registered for less than 9 credit/hour (thesis option)
- CHEM 5391 must also be taken the semester you graduate (thesis option)

4. Research Reports

At the end of each long semester (December and May) a research progress report must be submitted to each thesis committee member and to the graduate advisor

- To inform committee members on the status of the research
- To show satisfactory progress is made
- Equivalent to a 1 page abstract

5. Required Steps for Thesis Submission and Thesis Defense

- Your advisor must approve the completed full first draft of your thesis.
- Three copies of this version should then be submitted to the *Chemistry Graduate Advisor*. These will be distributed to the members of the committee evaluating the thesis.
- A delay of at least two weeks is required between submission to the Chemistry Graduate Advisor and the date the thesis defense may be scheduled
- Any required corrections to the thesis **MUST** be performed.
- Final version must be submitted to the *Office of Graduate Studies* BEFORE the final submission date (usually about 4 weeks before the end of each semester).
- **To graduate a given semester, a student must therefore plan to submit his thesis to the thesis committee at least 8 weeks before the end of the semester!**