

MS Expectations for the Industrial Hygiene, Occupational Ergonomics, and Biomonitoring Programs

- Meet with the advisor prior to the semester to register for classes and at the start of the next semester to go over previous semester's grades (complete tracking form that the advisor can access).
- In the first semester in program, complete waivers of any classes (see the waiver process and form on the website under student resources) which include designating replacement class.
- The stipend level for ERC-sponsored MS trainees is \$10,400 for 9 months (Fall and Spring semester).
- Each funded full time trainee is expected to work on research for 20 hours per week during Fall and Spring semesters for any year in which funding is provided.
- Read the student code of conduct (www.uc.edu/conduct/Code_of_Conduct.html) as plagiarism, cheating, and unethical conduct will result in losing funding and/or removal from the program.
- Complete student assignments, assigned by the IH graduate program director.
- Interview all IH faculty and select an advisor by the end of the first semester.
- Submit a letter of intent for thesis and identify committee by the end of the Fall semester of the 2nd year.
- Complete thesis within 2 years plus 1 semester of starting in the program
 - One manuscript: the thesis should be written in a manuscript format that can be submitted immediately after completion of thesis.
 - Complete a committee form report and turn into Department Graduate Studies for every committee meeting <http://med.uc.edu/docs/default-source/default-document-library/committee-meeting-report-form-fillable79730cdbc06b6357af75ff00009c3e1a.pdf?sfvrsn=0>.
- Apply for graduation at the start of the last semester, pay graduation fee, and submit the thesis document by the deadline.
- Complete all exit surveys, close IRB protocol (e.g. submit final report), and delete data from personal computer (unless written approval from the advisor).

Find additional resources and forms on Division website: <http://med.uc.edu/eh/divisions/ih/student-resources>

Confirmation of Expectations:

I, _____ (print name), have read the expectations and will abide by all stated requirements while enrolled in the graduate programs of Industrial Hygiene, Occupational Ergonomics or Biomonitoring. Failure to follow expectation may result in probation, termination of funding, or removal from the program.

_____ (Signature)

_____ date

Instructions for Waivers:

- 1) Review required course on the tracking form in the Fall semester that you enrolled into the program
- 2) Contact instructor for course that is targeted to be waived to request syllabi. Instructor of course is only person who can grant waiver of course.
- 3) Compare syllabi of previously taken course which should be upper level of undergraduate or graduate level.
- 4) If you feel there is sufficient overlap, set a meeting up with instructor and discuss whether Instructor agrees. Print out and take waiver form to meeting to get signed by instructor.
- 5) Meet with advisor to select replacement class and sign waiver form.
- 6) Turn in waiver form into the Department of Environmental Health Graduate Studies office to be put into file.
- 7) Approved waiver will show selected replacement course in degree audit.

Each course that is waived will need to have a form completed by the instructor of designated course.

When waiving the course, you need to register for hours to replace the course which can be research hours or other courses. Basically, you still need to take course hours equivalent to the same total number (60 hrs for MS and 90 hrs for PhD).

Instructions for Travel:

- 1) Unless funding is provided through your research advisor, you must communicate with the Division graduate program director about your desire to attend a conference whether that is the American Industrial Hygiene Conference and Expo or another one. The Director will provide whether the trip can be covered and how much funding will be provided.
- 2) A Travel Request will need to be completed by a faculty member (either advisor or division director) through Concur (UC's online travel management system) as well as paper travel authorization form prior to any purchasing of airfare, hotel or registration.
- 3) Each student will be provided a sum of funding available for the travel expense. The student will be responsible for any additional cost above that level of funding.
- 4) Complete a travel expense report ***within 30 days of returning for travel***. You must include all receipts that you need for the Concur system and including the following information on the receipt: name, date, description of receipt, and signature. If it is a small receipt, you need tape it onto an 8" by 11" paper and add above information. Each receipt should be on its own sheet of paper.
- 5) Make sure that all cells of the travel expense report are completed or have a line through it. DO NOT SEAL ENVELOPE. If you need second sheet, copy the envelope prior to completion so that the number on front is the same.
- 6) Place in Director's or advisor's mailbox for signature.