Grad Student Academic Administrative Issues

Documents & Signatures

The Graduate Studies office is NOT accepting paper forms or documents.

All documents and forms must be submitted electronically to the Graduate Studies office. You may take a picture on your phone or scan them. All signature requests must be done electronically (see below).

Please email all documents to the respective recipient. If you are not sure who to submit your documents/forms to, you may email them to tpelletier@eng.famu.fsu.edu and she will forward them to the appropriate person.

If you need a signature, *DocuSign is a good option (or PDF sign & fill). *DocuSign does require knowing the correct person who needs to sign (see below).

Who should sign my document?

For Grad Studies documents that need the Dean of the College’s signature that is Deborah Gautier.

Questions or issues relating to graduate matters.

Have you checked with your department first? Most graduate issues should be addressed at the department level first.

Departmental Graduate Coordinators & Directors

- **CBE:** David Amwake (Coordinator) damwake@eng.famu.fsu.edu
  - Dr. Sam Grant (Director) grantsa@eng.famu.fsu.edu
- **CEE:** Dayna Blake (Coordinator) daynah@eng.famu.fsu.edu
  - Dr. Sungmoon Jung (Director) sjung@eng.famu.fsu.edu
- **ECE:** Melissa Jackson (Coordinator) jacksonmd@eng.famu.fsu.edu
  - Dr. Md Omar Faruque (Director) mfaruque@eng.famu.fsu.edu
- **IME:** Jen Davis (Coordinator) jdavis@eng.famu.fsu.edu
  - Dr. Changchun (Chad) Zeng (Director) zeng@eng.famu.fsu.edu
  - (MS&E: Stephanie Salters) salters@eng.famu.fsu.edu
- **ME:** Breda Arnell (Coordinator) barnell@eng.famu.fsu.edu
  - Dr. William (Billy) Oates (Director) woates@eng.famu.fsu.edu
Who to Contact in the Graduate Studies for other graduate matters...

The **Associate Dean for Research & Graduate Studies** office is staffed 9:00a – 4:00p daily Monday – Friday with limited team member(s). Main number – (850) 410-6619 (voicemail will be checked frequently M-F, 8am-5pm)

Email is still the best way to reach someone in this department. If you still have a question after reaching out to your department, you may email one of the grad studies members below.

Be sure to include if you are a FAMU or FSU student and please provide your student ID# in your email.

- **Mindy Abate** – Manuscripts, graduation & FAMU enrollment – mabate@eng.famu.fsu.edu
- **Kari Aime** – FSU admissions – kaim@eng.famu.fsu.edu
- **Deborah Gautier** – Director of Graduate Studies – dgautier@eng.famu.fsu.edu
- **Tiffany Pelletier** – (850) 410-6619 Office manager & appointments with Associate Dean Dr. Alvi tpelletier@eng.famu.fsu.edu

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Return to classes at FAMU-FSU Engineering

**Dear FAMU-FSU Engineering students,**

Fall semester is upon us, and we welcome you back to classes, whether you’re taking them remotely or in-person. We’ve missed you. To say that things will be different this semester is an understatement, but know that your faculty and staff have been working hard to prepare for the semester. We all care about you and want to help you succeed.

**If you are taking classes in-person, please make note of a few important details, below.**

**Taking a remote class back-to-back with an in-person class, and don’t have time to travel back and forth?**

If you want/need to watch remote lectures while at the college, bring some earbuds! It is highly recommended that you bring a laptop with you.

If you have a laptop, there are several locations where you can participate in lectures:
- **Atrium in Building A**
- **Connectors on 1st, 2nd, and 3rd floors**
- **Hallway outside of Room B111**
- **Oftentimes in Rooms A125, A223, A235, A226, and A322. These rooms do not have regular classes scheduled in them, but instructors will sometimes reserve them for recording or delivering remote lectures. Before entering these rooms, please peek inside to make sure an instructor isn’t at the teacher’s console; if no instructor is in there, you may enter and use the room.**
- **Tuesdays and Thursdays are lighter days for in-person classes, so in addition to the rooms listed above, Rooms A105, B134, and B136 will be available most of the time.**
- **If you want some fresh air, there is seating at the B building entrance, and some new seating (for our new landscaping being installed!) outside the A building entrance and outside near the café seating area.**
- **If all spaces in our buildings are full, the golf course classroom will be available for overflow (only on Tuesdays, Wednesdays, and Thursdays, 7:30 am – 4:30 pm). The FSU Dedman School of Hospitality building is across the street, at 2550 Potsdamer St., and the room is on the 2nd floor. Our use of this space is a privilege, so please be courteous while in the golf course building 😊.**

If you don’t have a laptop, you may use college computers, but note that they do not have cameras or mics. Computers are available for use in the lab (Room A205), the annex and lab, and the computer lab in Building A.
across the hall from the library, the atrium, and 1st floor connector. We will monitor the need for additional computers and space.

**Are masks required?**
- Of course they are! Masks are required while in the buildings, including while in class. If you forget your mask, come to Student Services, Room B111.

**How will classrooms be different?**
- Classrooms have been set up for 6-foot social distancing. For rooms with two doors, one door will be used to enter, and the other to exit; look for signage. When you enter the room, cleaning supplies will be near the door. Use them to wipe your table and chair before sitting down.

**Will the café be open?**
- The café will have grab-and-go items, and their hours will be 9 am – 3 pm. Refrain from eating throughout the building, except outside or in the designated area near the café.

**Will my access to the engineering buildings be restricted?**
- So far, no. Students will have 24/7 access to the buildings. Although, please move to another area when cleaning crews request you to do so.
- For more information about building access, please read the email that Donald Hollett sent earlier today with the subject “FAMU-FSU Engineering building access for Fall 2020 – ID card required”.
- In short, bring your student ID card with you, as it will be required for swipe access into the buildings. If you don’t have an ID card, follow the instructions on the door, and see also Mr. Hollett’s email for more information.

Welcome back to classes, wherever you are this semester. Let’s be responsible, and keep yourselves and each other safe and well.

Best,

Michelle Rambo-Roddenberry, Ph.D., P.E., F.ASCE
Associate Dean for Student Services and Undergraduate Affairs
Associate Professor, Dept. of Civil & Environmental Engineering
FAMU-FSU College of Engineering
2525 Pottsdamer St., Rm B111
Tallahassee, FL 32310-6046
(850) 410-6125

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**UNIVERSITY AND COLLEGE NEWS**

**Welcome our New Faculty**

**Ebrahim Ahmadisharaf,**
Senior Research Associate,
Civil and Environmental Engineering

**Nasrin Alamdari,**
Assistant Professor,
Civil and Environmental Engineering

**Tristan Driscoll,**
Assistant Professor,
Chemical and Biomedical Engineering
FAMU has switched from Blackboard to Canvas

Welcome Back Students
Effective Fall Semester 2020, the University will only be using Canvas. Blackboard will not be in use.
Access to Canvas is available on the FAMU homepage (www.famu.edu) from the login drop down at the top of the page. Select Canvas and log in with the same username and password that you use for iRattler.
The direct link to Canvas is:
https://famu.instructure.com/login/canvas

Please contact the Office of Instructional Technology at 850-599-3460 for additional information.
SERVICE EXCELLENCE
5 Essential Tips to Optimal Service

01 PERSONALIZE YOUR SERVICE
Students want human service. Students do not want to feel like another number in a queue or the next task in line. Students want to interact with a person—not a company.

02 NEVER SETTLE FOR 99%
As we continuously improve Service Excellence, we should be aiming to hit response time goals to students and improve satisfaction ratings. Never settle for 99%—always shoot for 100%.

03 DON’T BE AFRAID TO APOLOGIZE
A solid, heartfelt apology is true representation that the organization cares about the needs of the customer. The action in itself speaks louder than any multi-million dollar advertising message.

04 MASTER YOUR DAILY WORKFLOW
Your ability to deliver service is tied directly to your performance. Once you have mastered your daily tasks and functions, you will be able to observe a drastic improvement in your delivery of service.

05 TREAT STUDENTS WELL
Thank the customer and find ways to let them know how important they are. Appreciation stems from the top. Treating students and employees well is equally important.

Antonia Brown | Service Excellence Coordinator | antonia.brown@famu.edu | 850-561-2878
When it comes to the Physical Engineering Library space, the main library room will be closed to all students, staff, and faculty but the desk will be staffed Monday – Friday from 8am-5pm. The computer lab extension and study area outside of the main reading room will be open, and signs will be posted notifying patrons of maximum occupancy for each area.

We are working with the College to ensure we have cleaning supplies in these areas as well, but they will not be monitored by library staff for cleaning and/or social distancing compliance.

Also, the scanners are being moved to the computer lab in room A205, and assistance with printing and scanning will be handled by CCS.

Students will be able to check out laptops and chargers from the Engineering Library Service Desk.

Any questions regarding the physical library space should be directed to Eddie Powell at epowell@eng.famu.fsu.edu.
We are supporting classroom instruction this Fall semester through virtual instruction sessions. Instructors are encouraged to contact Denise Wetzel for curated Canvas modules to embed in courses and/or specific instruction to support their teaching.

Our Print Materials policies are continuing to flux based on updates to research on the virus. We will not be offering physical Course Reserves as the newest research shows that COVID-19 can remain on tightly packed materials for up to 4 days.

Online Course Reserves will still be available, along with scan requests for said reserves as long as they follow copyright law. At this time UBorrow statewide services are not available. The general collection will be closed to all students, staff, and faculty for browsing, but materials can be requested for pick-up. Starting the week of August 24th, a form will be available through https://www.lib.fsu.edu/news/covid-19 to request materials and request a specific library for pick-ups. Engineering users are requested to
select “Engineering” as their pick-up location. The anticipated due dates for items will be around the time we return to remote learning (Thanksgiving-ish).

As always, InterLibrary Loan requests for online articles and book chapters are available using the ILL webpage at https://www.lib.fsu.edu/service/interlibrary-loan.

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**2021 OPEN ENROLLMENT**

**Benefit Fair Webinar Series:**
Sept. 28, 2020 - Oct. 30, 2020

**Open Enrollment Dates:**
Oct. 19, 2020 - Nov. 6, 2020

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**2021 Open Enrollment Webinar Series**

**Important Dates:**

- **Pre-Recorded Educational Videos:** Go live, Monday, September 28, 2020
- **Open Enrollment Benefit Fair Webinar Series:** Monday, September 28, 2020 to Friday, October 30, 2020
- **Open Enrollment:** Monday, October 19 to Friday, November 6, 2020

In the coming weeks, DSGI will send out more information about the webinar dates and times so you can sign up for webinars to prepare for your 2021 Plan Year Open Enrollment elections.

Please make sure your notification email and mailing address are up to date in People First. This will ensure that you receive all Open Enrollment materials.

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**STEM\nVIRTUAL CAREER & INTERNSHIP FAIR**

**Tuesday, September 22**
9:00 AM - 4:00 PM

Learn more and pre-register at https://bit.ly/3jVmwlv

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**Virtual STEM Résumé Café**

Thursday, Sept. 17
9 a.m. - 12 p.m.

#DesignYourCareer

Get your résumé critiqued by STEM industry leaders!
Make sure to have a digital version of your résumé ready to share!
Attend the virtual FAMU Career and Professional Development Center's Annual Fall 2020 Virtual All Majors Career & Internship Expo. Meet with recruiters seeking students to fill both internship and full time opportunities for ALL majors.

Contact: Antonio Hundley | antonio.hundley@famu.edu

MARK YOUR CALENDAR

Events are indicated as either V = Virtual or F2F = In-person

AUGUST

Center for Academic Innovation and Technology Workshop - Learner-Centered Teaching - Friday, September 18, 1:00 PM, V

SEPTEMBER

STEM Resume Cafe - Thursday, September 17, 9am - 12pm, V

STEM Career & Internship Fair - Tuesday, September 22, 9am - 4pm, V

FAMU Career & Internship Virtual Expo (Day1/Day 2) - Wednesday, September 23 @ 10:00 AM, V and Thursday, September 24, 2020 @ 4:00 PM, V

NOVEMBER

Thanksgiving Holiday - Wednesday, November 25 thru Friday, November 27, 2020

DECEMBER

2020-2021 Winter Break - Monday, December 21 thru Friday, January 1, 2021

JANUARY

College Reopens - Spring 2021 Semester, Monday, January 4, 2021

THINGS TO DO

Around Tallahassee

Eventbrite: Things to do in Tallahassee
TallyConnection: Community events
COVID-19 INFORMATION

Florida’s COVID-19 Data and Surveillance Dashboard
Florida Department of Health, Division of Disease Control and Health Protection

#PROTECTTHEFAMULY
Returning to Campus: A Quick Guide

1. Training is REQUIRED
   Employee training licenses are administered through JJ Keller. Students are enrolled in the training course through Canvas.

2. Get Tested!
   Testing is STRONGLY encouraged. FAMU’s free testing site, located at Bragg Memorial Stadium, is a convenient option. Simply walk up, test, and go. Results are generally returned within 48 hours.

3. Get Your Return Kit
   Faculty, staff, and students will receive return kits composed of face coverings, hand sanitizer, and resource material. Distribution to department representatives and students is ongoing.

4. Before You Leave Home
   Self-screen daily using the COVID-19 Self-Checker on the FAMU mobile app to receive clearance to come to campus.

5. Maintain Your Distance
   Gatherings of more than 10 people are prohibited.
COVID-19 Daily Self Assessment Now Available on FAMU Mobile App

If you have not already, download the FAMU Mobile App (available in App Store or Google Play). Click the hamburger menu. Then click on self-assessment. You will have to log in with your iRattler credentials. Take the assessment and your answers will determine if you are able to proceed to class or campus.

Please direct related questions to Tanya Tatum, Director of Student Health Services, at tanya.tatum@famu.edu.

If you are unable to download the app, continue to use the attached self-checker and submit to studenthealthcenter@famu.edu.

FSU: Stay Healthy Training & Daily Wellness Check Application

The University has also implemented a Daily Wellness Check to encourage safety and self-awareness by daily screening for COVID-19 symptoms. All employees are strongly encouraged to complete the FSU Daily Wellness Check App each day prior to reporting to work on campus. The Daily Wellness Check App is available through myFSU Mobile and myFSU portal.

Questions?
For questions about the training, contact training@fsu.edu. For general HR questions contact training@fsu.edu.
related to COVID-19, contact HR-COVID19@fsu.edu. For questions about the Daily Wellness Check, contact Information Technology Services.

Want to add something to the next issue? Email us! Deadline is Friday for Monday publication.

FAMU-FSU College of Engineering
2525 Pottsdamer St, Tallahassee FL 32310