ME Graduate Student Responsibilities
As a graduate student in the School of Mechanical Engineering, you need to be aware of the School’s expectations.

The Major Professor
Each graduate student is assigned a professor as a temporary advisor at admission. For students with a research assistantship the advisor will be the Major Professor.

For self-funded students, the temporary advisor will be a faculty member assigned to them based on their area of interest. During the first semester students with a temporary advisor should select a Major Professor to assist in planning their studies and directing their research. This professor may or may not be the temporary advisor assigned at admission. The deciding factor in selecting a Major Professor should be the research, not availability of a funded project. Selecting a Major Professor only because a funded project may be available often results in a strained and disappointing relationship. Students are often left without support in later semesters because they do not find the research interesting and therefore do not put in the time expected by the professor. Students need to select a Major Professor based on their level of interest in the research area.

Communication with the Major Professor and Absences
Students must communicate often with the Major Professor and have clear expectations. This includes discussions about research and academic progress, as well as regularly scheduled meetings and reporting of results.

The student should notify the Major Professor when leaving campus for any reason. The Major Professor and the ME Graduate Office must have a phone number whenever you leave campus for longer than a weekend and are not in the company of the professor, such as going to a conference. Students leaving campus during the academic year need to get permission from the Major Professor to do so and need to leave a forwarding address with the professor and the ME Graduate Office. The student with a research assistantship or a teaching assistantship is a Purdue employee and needs to officially request a leave by completing the Form 33ABSENCE. This form is available on the web at http://www.purdue.edu/hr/Forms/ (see section “Other Leave Forms”).

Relationship with ME Graduate Office
All ME Graduate Students are expected to maintain close contact with the ME Graduate Office and to respond promptly to requests. The ME Graduate Office is the student’s liaison to the Purdue University Graduate School, and is responsible for maintaining all ME graduate student records and for assisting faculty to advise their students toward the completion of their degree. It is important for students to reply promptly to requests from the ME Graduate Office. Failing to do so may result in missing Graduate School deadlines, which could require an additional semester before graduating.

It is important for PhD, Direct PhD and MS thesis option students to be aware that registration for summer terms is required if assigned a research or teaching assistantship. The Purdue Graduate School policy states that PhD and Direct PhD students must remember that two full semesters, with registration, is required between the semester the preliminary exam was completed and the semester of the final defense.

Students should review the ME Graduate Procedures Manual each semester to keep on schedule with degree requirements.
To avoid missing important announcements, be certain to report any changes in your address to the ME Graduate Office immediately. It is important for your safety to return the Emergency Notification Form each semester with the registration form. The ME Graduate Office is available to assist students; however, ultimately it is the student’s responsibility for the timely completion of the degree requirements.

**Working with the ME Business Office**

The ME Business Office is responsible for managing all fellowship, research assistantship, and teaching assistantship payroll information and permission for payment for University-related travel. Not following University regulations through the ME Business Office may result in late payroll checks or even loss of funds. Note: The offers of fellowship, research assistantship, and teaching assistantship appointments are made by the Head of the School on the recommendation of the faculty and Associate Head for Graduate Studies, and not the ME Business Office. Also, the actual take-home stipend amount depends upon the tax status of the individual student.

All students with fellowship, research assistantship and teaching assistantship positions must review their payment information every month from the ME Business Office and review the amounts listed.

To avoid late pay, report any changes in visa or I-20 status by bringing the needed documents to the ME Business Office as soon as a change is approved. Also notify the office of any change in address; changing your address on myPurdue does not change it on payroll records.

Notify the ME Business Office of any change in funding. Check with the ME Business Office before each semester to make certain your Major Professor has reported the changes in your funding that you have discussed. Students should request the Major Professor also notify the ME Graduate Office when a change in funding level (e.g., half-time or quarter-time) or type (e.g., research assistantship to fellowship) is made. Travel on university business (attending conferences, meeting sponsors, etc.) must be approved by the Major Professor and the Head of the School before the trip and it must adhere to the regulations to obtain reimbursement for expenditures.

**Expectations for Use of School Facilities**

All ME Graduate Students are expected to treat building facilities with care. Students are expected to keep their office and lab areas neat. Food items left overnight should be in tightly sealed containers. Any trash should be deposited in the wastebaskets on a regular basis. All chemicals must be labeled and disposed of correctly according to university regulations. Any spills must be cleaned immediately. There are proper chemical disposal regulations and safety regulations that must be followed. Students are expected to clean up after use of any cooking equipment (microwave, coffee pots, etc.), sinks, countertops and tables used in the Rail student area. The janitorial staff is responsible only for the wastebaskets and floor surfaces in labs, offices and eating areas.

**Computer and Printing Privileges**

Computer facilities are to be used with discretion. Excessive use of printers and copiers for non-academic purposed will result in the loss of use privileges. Thesis copies are not to be printed on School printing facilities. One final thesis can be printed in the School. All other required copies must be made outside and paid for by the student.

ME student shop equipment should be used under supervision or with permission of the shop staff, used correctly with proper safety precautions, and facilities should be left clean. Shop staff is available to provide instruction and advice.
**Expectations for Research Assistants and Teaching Assistants**

You are an employee of the School of Mechanical Engineering and are expected to behave appropriately and professionally: be on time, respect your supervisor and property of the school, do not miss meetings, and be responsible for your actions.

Remember: An assistantship position is not guaranteed beyond the dates of the original contract.

**Research Assistants**

1. You are an employee of Purdue and the School of Mechanical Engineering with your Major Professor as your supervisor.
2. Any student not reporting for the first day of employment will have her/his pay adjusted to account for the absence.
3. You must meet the job requirements of your Major Professor in the same way you would for your boss in another job.
4. You should be meeting regularly with your Major Professor at least once a week.
5. Know your professor’s expectations for your research and academic performance. Convey to her or him your own expectations from graduate study and research.
6. Always register for research credit hours (ME 69800 for Master’s and ME 69900 for PhD).
7. Please keep in mind that research assistantship work may or may not align with your thesis research.
8. Grades of S or U apply to research credit hours. These grades are given by the Major Professor for each semester. Two unsatisfactory (U) grades will result in dismissal from the ME graduate program.
9. Office space is assigned at the research site by the appropriate staff person – Herrick Labs, Zucrow Labs, or ME Building.
10. All research assistantship students must write a thesis.
11. Change of degree objective requires the approval of the Major Professor.

**Teaching Assistants**

1. You are an employee of Purdue and the School of Mechanical Engineering with the instructor-in-charge of the course as your supervisor for the semester.
2. Employment as teaching assignments begins one week prior to start of classes and ends the Tuesday following the final exams week.
3. Any student not reporting for the first day of employment will have her/his pay adjusted to account for the absence and will jeopardize future assignments.
4. Teaching responsibilities are usually assigned in the areas of research and study interest of the student, subject to the needs of the School.
5. Nature of assignments:
   - Teaching scheduled laboratory sections, maintaining office hours, grading homework and lab reports: ME 263, 315, 352, 363, 365, 375, 440, 444, 475.
   - Teaching recitations and open labs, tutoring, conducting demonstration-type experiments: ME 200, 270/274, 309, 315, 323.
   - Varied teaching/support responsibilities, as required by course supervisors: ME 452, 463.
   - Half-time teaching assistantship duties are 20 hours per week, including in-class time and preparation time. If the workload is substantially greater, talk to the instructor-in-charge, and then to the Graduate Chair.
6. Teaching Assistant Performance:
   - It is essential that you are always prepared for the class, recitation and tutorial. Be at your desk before the appointed time; expect to stay after hours as needed.
   - If you need help, ask the instructor-in-charge.
   - You are serving as an instructor to the undergraduate students. Students will fill out evaluation forms on your performance.
   - At the end of the semester, the instructor-in-charge will evaluate your performance. A satisfactory evaluation is essential for continued teaching assistant support in the School.

7. If you must miss a class for personal reasons:
   - Notify the instructor-in-charge.
   - Make prior arrangements with the instructor-in-charge or another teaching assistant in the same course.
   - In an emergency call Professor Jones (4-5691) or Professor Gore (4-0061)

8. Continuation of Teaching Assistantship Funding
   - For students enrolled for an MS, continued support as a teaching assistant can be expected only when undertaking thesis option MS and the evaluations are satisfactory.
   - There is a maximum time duration for which a student will be supported as a teaching assistant: four semesters for Master’s students, ten semesters for DPhD students, six semesters for PhD students, and

9. Meeting these expectations is your responsibility, and this will be taken into account when being considered for continuing support for subsequent semesters.
Mail, Supplies, Offices and Services
It is essential for graduate students to check their mail weekly. Mail is put into the mail drawer that is located in the Graduate Office, Room 1003.

Teaching Assistants
Please check your mail box on a daily basis for any homework assignments or other course related information.

HERRICK and ZUCROW Laboratories and BIRCK Nanotechnology Center
Students at these laboratories will receive their mail at their respective site. Please check with the appropriate secretaries.

Packages
You will be notified when any package or box too large for the mail delivery to ME 1003 is received. You will be expected to pick up the package within one day.
Regardless of the above, please make it a point to check your mail in on a regular basis for any mail that may have been misdirected. If you find any, please notify the ME Graduate Office.

Office Space
To sign up for office space, please go to ME 2007D and place your name on the clipboard located by the door. Available desks are filled based on type and level of your support. Recipients of spaces will be informed via email of their assignment.

Keys
Keys will be issued to those individuals with an office on a research account number (obtained from Major Professor).

Supplies
Research assistants: Supplies need to be ordered in the business office on a research account number obtained from the Major Professor.
Teaching assistants: Supplies needed for coursework can be obtained from the instructor in charge of the course of the area secretary.

FAX Machine
The fax machine in the ME Main Office (ME 2007) is for general use. You may send/receive faxes there, the number is (765) 494-0539. Please make sure that people sending you a fax have your name on them prominently displayed.

Emergency Warning Notification System - Purdue ALERT
Purdue is a large and complex institution, and people move about our campus freely. Despite advances in communication, there is no way to reach everyone instantly with a single message. However, the multi-layered approaches we have in place will help spread the word quickly, based on the circumstances.
The following communication methods make up the University's Emergency Communication Plan:

- **SIRENS AND ALARMS:**
  - *All Hazards Emergency Warning Sirens* mean to *immediately* seek shelter (*Shelter in Place*) in a safe location within closest facility/building.
    - "Shelter in place" means seeking immediate shelter inside a building or University residence. This course of action may need to be taken during a tornado, earthquake, release of hazardous materials in the outside air, or a civil disturbance.
  - *Fire Alarms* mean to *immediately evacuate* the building and proceed to your Emergency Assembly Area.

  *When you hear either emergency warning notification system you should immediately evacuate or go inside a building to a safe location (as applicable) and use all communication means available to find out more details about the emergency. You should remain in place until police, fire, or other emergency response personnel provide additional guidance or tell you it is safe to leave.*

- **EMAIL:** An e-mail can be sent to all people with a **purdue.edu** address.
  - Building Deputies (BDs) should receive the Mass E-mail notification and begin their internal notification procedures. However, if specific information needs to be "pushed out" to BDs then a Building Deputy E-mail Notification will be made. When BDs receive an emergency notification they will forward an e-mail to others in the building or go to offices or rooms in person. They also may post signs on doors or in hallways.
  - Parents who want alerts e-mailed to them at a non-Purdue account can **sign up via the Purdue website** for e-mail.

- **TEXT MESSAGING:** Purdue University faculty, staff and students may sign up to receive an emergency notification text message. You can **sign up via the Purdue website** for the text system.

- **WEB:** The Purdue home page (**www.purdue.edu**) is the focal point of the most complete information in all campus-related emergencies.

- **RESIDENCE HALLS:** University Residences has procedures for alerting people in individual halls via their resident assistants, phones, and signage.

- **MEDIA:** The University works with the news media - radio, TV, newspapers, and Internet to help spread the word.

- **FACEBOOK:** Individuals with a **purdue.edu** e-mail address can sign up for a Facebook account (**www.facebook.com**) and join the Emergency Notification Group, where security-related information will be posted.

- **THE BOILER TELEVISION EMERGENCY ALERTING SYSTEM:** The Boiler Television Emergency Alerting System will also broadcast emergency information.
**Technical Facilities**
To assist student, staff, and faculty with their classroom and research needs, Mechanical Engineering provides an array of facilities and staff. Technical Services includes electronics shop, computer labs and consultants and graphic artists.

**Student Machine Shop**
The student shop is for student use that is supervised by machinists with help from several student technicians. Facilities include lathes, mills, grinders, drill presses, band saws and assorted hand tools. Contact: Adam Krichbaum, Student Shop, 4-5655.

**Electronics**
Engineers, technicians, and several student technicians are available to meet your electronic and computer hardware needs. Technical Services is responsible for computers and electronics in undergraduate and graduate laboratories. Electronic capabilities range from trouble-shooting a broken instrument to design and fabrication of custom analog and digital printed circuits. These services charge fees, so you must provide an account number when you request their services.

Contact: Herrick Labs and Chaffee:  Mike Logan, ME 2042, 4-8755.  
Contact: ME:  Mike Logan, ME 2042, 4-8756.

**Computational Lab Support and Computer Consultants**
One system analyst and several student consultants provide you interface to the Engineering Computer Network (ECN). Their duties include creation of computer accounts, printer accounts, consultation on use of operation systems and application, problem reporting and request for new ports. Platforms supported include PCs, Macs, SUN, HP, IBM, and SGI workstations. 
Contact:  Mike Logan, ME 2042, 4-8755

**Graphic Artist**
Specialists are available for producing technical illustrations, plots, graphs, photography and dark room services. Enlist these staff members for help with classroom presentations and illustrations for your thesis.

Contact: ME:  Michael Black, ME 2042, 4-5661

**Building Deputy-Shipping/Receiving**
The ME building deputy and staff are responsible for all deliveries to and from their respective buildings, and for the care of the building itself. If you have problems with your room A/C, heat, electricity, furniture, etc., call the building deputy.

Contact: Herrick Labs:  Bob Brown, HERL 55, 4-2142  
Contact: ME Rick Duvall, ME G044, 4-5654

*From the ME Graduate Student Procedures Manual, August 2016.*