About Us: People

- **Faculty**
  - 30 faculty, research staff, emerti
  - Dr. Scott Wells, Department Chair
  - Dr. Chris Monsere, Graduate Chair
  - Complete list of faculty members with focus areas is available on our website: http://pdx.edu/cee/directory

- **Staff**
  - Tom Bennett, Lab Technician
  - Ariel Lewis, Department Manager
  - Megan Falcone, Program Administrator
  - Kirsten Hendrickson, Receptionist
About Us: Productive

*Includes PSU Foundation expenditures
Welcome to the team.
You are key to our success!
A Vision for your Graduate Education

1. Courses and your adviser
2. Interactions with fellow students
3. Your own research
Get Connected!!

Civil and Environmental Engineering at Portland State University

To connect with Civil and Environmental Engineering at Portland State University, sign up for Facebook today.
First Assignment: Required Reading

- Read the CEE Graduate Handbook
- Read “Summary of Procedures for Master’s Degrees” or “Summary of Procedures for Doctoral Degrees”
  - Master’s: [http://www.pdx.edu/ogs/procedures-masters-degrees](http://www.pdx.edu/ogs/procedures-masters-degrees)
  - Doctoral: [http://www.pdx.edu/ogs/procedures-doctoral-degrees](http://www.pdx.edu/ogs/procedures-doctoral-degrees)
- CEE Program of Study Guide (for Master’s students)
First Assignment: Administrivia

- Sign up for a “cecs” email account (Computer Action Team (CAT) FAB 82-01 or https://intranet.cecs.pdx.edu/cram/)
  - Forward this email to an email account you check regularly
- Log in to your “pdx” email account
  - Make sure that you check this email regularly or forward it to an email address you do check regularly
- Review and make any modifications to your PSU Alert Notification System settings
- Request building access
  - Pick up key card from ID Services in Neuberger Hall
  - 24 hour Engineering Building/ Computer Lab Access: MCECS Student Services (EB 100)
  - Lab access: Ask Kirsten at the CEE front desk (or email her at ceedepth@pdx.edu)
First Assignment: Meet People!

- If you are a research assistant, meet with your research supervisor
- If you are a teaching assistant, meet with your instructor
<table>
<thead>
<tr>
<th>Who</th>
<th>What to talk them about</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Adviser</td>
<td>Program of Study, research opportunities, career advising</td>
</tr>
<tr>
<td>Megan Falcone CEE Program Administrator</td>
<td>General program requirements/questions, help finding the right person</td>
</tr>
<tr>
<td>Kirsten Hendrickson CEE Receptionist</td>
<td>By Arrangement Requests, building access requests</td>
</tr>
<tr>
<td>Dr. Christopher Monsere CEE Graduate Chair</td>
<td>Intricate academic/policy questions. Adviser issues.</td>
</tr>
<tr>
<td>Michael Bowman Engineering Librarian</td>
<td>Help finding resources, using citation software (like Zotero), managing data, and doing a literature review for a thesis or dissertation</td>
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Program of Study (Master’s)

- Must submit the Program of Study form to the department after completing 18 credits
- Developed in consultation with your adviser
- CEE Program of Study Guide lists core courses and approved electives
- Changes to the program of study may be made with adviser approval
PhD Students, First Steps

• Meet with adviser this term to develop a draft program of study and discuss the potential scope and nature of comprehensive exam
  – The comprehensive examination is generally taken at the end of coursework
  – Set up a CEE examination committee at least 6 months before the comprehensive exam with adviser
PhD Students, Progress Report

- The student completes the appropriate sections on the PhD Progress Review Form and submits to the CEE Graduate Program Administrator by the first Friday of Spring term.
Academic Standing

• All PSU graduate students must maintain a GPA of at least 3.00 for all graduate credit earned at PSU.
• Students who do not meet the 3.00 requirement are subject to academic probation and, if grades do not improve, academic disqualification.
• See OGS website for more details
  – http://www.pdx.edu/ogs/academic-standing-policy
Office of Graduate Studies

- Website: http://www.pdx.edu/ogs/
  - Important thesis/dissertation, graduation deadlines
  - Links to official “GO” (Graduate Office) forms
  - Information about setting up a thesis/dissertation committee, submitting your thesis/dissertation
  - Information about applying for graduation
  - Information about University policies
CEE Graduate Student Resources

- [http://www.pdx.edu/cee/cee-graduate-student-resources](http://www.pdx.edu/cee/cee-graduate-student-resources)
  - Graduate Handbook
  - Master’s and PhD Program of Study forms
  - CEE Program of Study Guide (for Master’s students)
  - Other departmental forms

- Scholarships
  - [http://ceedept.wordpress.com/scholarships/](http://ceedept.wordpress.com/scholarships/)
We look forward to knowing you in the coming year!

Contact Information
EB Suite 200
503-725-4282
ceedept@pdx.edu
www.pdx.edu/cee