

TAMU ECE NSF REU ORIENTATION MEETING 2011

DELIVERABLES

- **NSF Responsible & Ethical Conduct in Research Requirement**
DEADLINE: Friday, June 3, 2011, 5 pm
 - Go to the Collaborative Institutional Training Initiative (CITI) website at: <http://www.citiprogram.org>
 - If you are a new user, you must create a new account as instructed on the page. Once, your account is ready, please login if needed and affiliate with Texas A&M University.
 - Go to “Add a course or update your learner groups” and please select the curriculum pertaining to “Responsible Conduct of Research for Engineers”
 - Complete your assigned training modules.
 - Once completed, please print your completion report and return it to Dr. Kundur’s mailbox in 237D WERC or to her assistant Ms. Gayle Travis at 241A WERC by Friday, June 3, 2011, 5 pm.

- **Reimbursement Documents**
DEADLINE: Friday, June 3, 2011, 5 pm
 - I will send an email later today describing what forms need to be filled in and the types of information and receipts needed.
 - Once completed, return all three forms in hardcopy along with appropriate receipts (see below what you need to provide) to Dr. Kundur’s mailbox in 237D WERC or to her assistant Ms. Gayle Travis at 241A WERC by Friday, June 3, 2011, 5 pm.
 - WERC = Wisenbaker Engineering Research Center
 - Students who fly will be reimbursed for their airline ticket and tax from airport to the Traditions. To receive reimbursement, students must provide an airline ticket receipt, which shows a payment. To receive taxi reimbursement, students must show a taxi receipt.
 - Students who drive will be reimbursed for mileage from home to College Station. If the trip takes more than one day, then reimbursement will be paid for hotel and reasonable meals charges. Receipts are required for hotels and meals. The mileage will be computed by our fiscal person based on your point of origination.
 - Note: You will be reimbursed for your travel to College Station once you arrive here. You will be reimbursed for your travel home after you depart.

- **Research Plan**
DEADLINE: Thursday, June 9, 2011, 5 pm
 - Please complete the research plan assignment (also provided in hardcopy) found at:
http://www.ece.tamu.edu/~reu/2011/ECE_REU_ResearchPlan.pdf
 - Obtain your faculty mentor's approval and signature.
 - Please submit the research plan by Thursday, June 9, 2011, 5 pm

- **Symposium Poster and Presentation**
DEADLINE: Friday, August 5, 2011, 8 am
 - At the end of the REU Program, you are expected to create a research poster summarizing your research.
 - Specific instructions on how to create the poster and a helpful template and tips will be emailed at a later time.
 - Instructions on how to print your poster will also be provided.

- **Submit Electronic Version of Symposium Poster**
DEADLINE: Friday, August 5, 2011, noon
 - Submit an electronic version of our poster (source format + PDF) to Dr. Kundur before REU closing meeting.

- **Pre-Program Evaluation**
DEADLINE: Beginning of 10-weeks (see email for details)

- **End of Program Evaluation**
DEADLINE: Toward end of 10-weeks (see email for details)

RESOURCES

- **Computer Accounts and Open Access Labs**
 - You must obtain a NetID and password at:
<http://gateway.tamu.edu/>
 You must click on "Activate your NetID". If you have problems, you can contact CIS Account Services at account-services@tamu.edu or call 979-845-7223.
 - Departmental open access computer labs are in ZACH 213B, ZACH 100LA (called Crystal Palace). You must use your NetID and password supplied by the University to access these academic computer labs.
 - Information on University open access labs is found at:
http://oal.tamu.edu/Lab_Information/Lab_Locations.php

- **Printing Facilities**
 - You have a print limit of 500 sheets using the Departmental open access labs.
 - We will handle paying for printing of your final research posters. You will receive instructions in July on how to print your poster.

- **Student IDs**
 - Enables you to use TAMU facilities.
 - You can pick up IDs at the Student Business Services Office located in the General Services Complex on Agronomy Road. More information is found at: <http://finance.tamu.edu/sbs/aggiecard/default.asp>
 - If needed you do not have transportation, you can look at the bus schedule to see how to take the bus to the building. More information can be found at: <http://transport.tamu.edu/transit/oncampus.aspx>

- **Student Records**
 - You can access your records (transcripts, courses, etc.) at the howdy portal at: <http://howdy.tamu.edu/>
 - Select the “My Record” tab.

- **Interactive Campus Map**
 - Think you’ll get lost? No worries. The interactive campus map is found at: <http://aggiemap.tamu.edu/>
 - Go to the “Search” tab in order to find a building.

- **Library Resources: Walk-in and online**
 - The Evans Library (main campus library) provides access to numerous walk-in resources.
 - The TAMU Library website at: <http://library.tamu.edu/> provides many links to online resources and databases useful for research.
 - Online access to books can be found at: <http://site.ebrary.com/lib/tamu/home.action>

- **Recreation Center and Rec Sports**
 - As registered students for the summer, you have access to the TAMU Recreation Center with your ID.
 - If you are interested in putting together a team for some intramural summer sport, let me know as we can pay for the team registration fee. For example, one summer we had a water polo team. Another summer we had a volleyball team. Students from other REU programs are also welcome on your team.

- **Parking Permits**
 - If you would like to park on campus, parking permits can be obtained by visiting 108 Koldus Building.
 - To obtain more information or contact transportation services, you can:
 - visit their website at: <http://transport.tamu.edu/contact.aspx>
 - call 979-862-PARK
 - email parking@tamu.edu