

COE Graduate Student Handbook

2019-2020



Table of Content

1. [College of Engineering](#)
2. [Funding opportunities](#)
3. [International students](#)
4. [Academic and Career Resources](#)
5. [Physical and Mental Health](#)
6. [Social and Recreational Resources](#)
7. [Housing and Groceries](#)
8. [Graduate Student Problems](#)
9. [Frequently Asked Questions](#)



College of Engineering

The COE at UD has seven departments through which the students are exposed to training, research, and entrepreneurship opportunities that help them shape careers in academia and the global job market.

Departmental degree requirements for MSc and PhD student depend on the respective program of enrollment and department and can be found on the departmental websites. News about departmental events, seminars, and social events are often posted through departmental mailing lists.

❖ As a new graduate student you should confirm with department's graduate coordinator that you are included on the departmental mailing lists.

Links to Departmental Websites

[Biomedical Engineering](#)

[Chemical and Biomolecular Engineering](#)

[Civil and Environmental Engineering](#)

[Computer and Information Sciences](#)

[Electrical and Computer Engineering](#)

[Material Science and Engineering](#)

[Mechanical Engineering](#)

Funding Opportunities (Graduate Assistantships)

Research Assistantship (RA)

RAs are generally granted through the funds of external agencies. Assistants are commonly required to work during winter and summer. While the stipend and weekly working hours are regulated by each department, RAs might work more or less, depending on the demands of the assigned project or graduate advisor.

Teaching Assistantship (TA)

Teaching assistantships are granted by individual departments. TAs are required to teach and instruct undergraduate courses and labs. International students might be required by the department to complete a International Teaching Assistant Training conducted by the ELI prior to their assignment to a course.

Other Graduate Assistantships

Seasonal and project-specific on campus assistantships are available. Handshake, career services, and departmental administrators are great resources when looking for these opportunities.

International Students

UD provides a safe and secular environment for students from as many as 95 countries. The Office of International Students and Scholars ([OISS](#)) provides immigration advising and support services, such as, but not limited to, travel signature and OPT/CPT documentation and applications. OISS sponsors social events open to all graduate students.

English Language Institute ([ELI](#)) provides communication training for non-English speaking international students and iTA programs to prepare international Teaching Assistants.



Academic and Career resources

Library at University of Delaware

The UD library system includes Morris library and departmental libraries. The [multimedia](#) and gadget loans, as well as multiple [study rooms](#) are available for all UD students through Morris library.

The [Inter-library](#) loan system is also a great way to get journal articles and books that are not available at any of the UD libraries.

[Writing center](#), located at Morris library, is also free of cost and available to help students with writing through one-on-one sessions and workshops.



Academic and Career resources

Book Store and UD Apparel and Memorabilia

Barnes & Noble, located on East Main St., is the official UD bookstore. You can buy, rent, or sell textbooks and find UD apparel. Find other information on their [website](#).

Lieberman's bookstore, also on main street, is where you can purchase, rent, and sell your textbooks.

National 5 & 10 is where you can find stationaries and UD apparel.



Academic and Career resources

Career Services Center

The Career services center at UD is a great resource. Besides hosting career fairs biannually, mock interviews, and workshops, they also provide one-on-one counseling, CV criticisms, and help with interview preparation.

[Handshake](#) is a recruiting platform available to all UD students. Handshake events with different industries, connections, and job posting are extremely helpful in making the right career decisions.

When looking for internships and full-time positions use Career Services website to access the network of UD alumni in the job market.

 **handshake**



Physical and Mental Health

UD Counseling Center

Your mental and physical wellbeing always come first!

Things don't always go as planned. Asking for help is the first step. Talk to a friend, make an appointment at the counseling session, and take a break if you need it. You are not alone in this journey.

Counseling Center at UD provides, a walk-in appointments, single session therapies, group therapies and workshops, and cultural workshops. Services at the center are free of charge and available for all UD students.

The mission of the Center for Counseling and Student Development is to foster student learning by promoting psychological wellbeing so that students can be more successful in their academic, personal, and career pursuits.

Physical and Mental Health

Student Health Services

Located on The South Green, Student Health Services (SHS) is a well-equipped facility that provides medical treatment and office consultation space for a variety of a 6 bed inpatient (bed patient) unit.

During the academic year appointments at the center are fully-covered for graduate student on contract and under UD health insurance. Other services provided at the SHS include: Allergy injection, X-Ray, Women's Health, Immunizations, and nutrition clinic.

Urgent Care Center

This center is located on E. Main St. and is open 24 hours for immediate medical care for all urgent injuries and illnesses.

- ❖ You can find local physicians and medical specialist online. Before making an appointment check your health insurance coverage and co-pays.

Social and Recreational Resources

[Graduate student government \(GSG\)](#), among other student groups, are great resources when it comes to improving the graduate student experience. You can reach out to these groups to be an active part of the strong network of graduate students at UD. Graduate and social student groups listed on graduate student life [website](#).

Here is a non-comprehensive list of active graduate student groups:

❖ Find the groups that are relative to you and your interest and reach out to them.

University-wide events are posted on the UD events [calendar](#).

UD groups have a tradition of hosting various events, such as:

- OISS Weekly Coffee Hour and seasonal trips
- UD sport events and homecoming
- [Perkins Live](#) hosts weekly event for UD students.
- WiE social events: you can hear about our upcoming events by following our [Facebook](#) page and [website](#).

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Here is a non-comprehensive list of active graduate student groups:

- Black Graduate Student Association
- Chinese Student & Scholar Association (CSSA)
- Graduate Muslim Student Association
- Graduate Student Government
- Hispanic/Latino Graduate Student Association
- Indian Graduate Student Association (IGSA)
- University of Delaware Graduate Scientista Foundation Chapter
- Women in Engineering (WiE) at University of Delaware

❖ Find the groups that are relative to you and your interest and reach out to them.

Social and Recreational Resources

University-wide events are posted on the UD events [calendar](#).

UD groups have a tradition of hosting various events, such as:

- OISS Weekly Coffee Hour, Pizza party and seasonal trips
- UD sports events and homecoming
- GSG graduate student annual picnic and Gala
- [Perkins Live](#) hosts weekly event for UD students.
- Women in Engineering social and professional events: you can hear about our upcoming events by following our [Facebook](#) page and [website](#).

Social and Recreational Resources

UD has remarkable recreational resources available to all students either free of charge or with special discounts. A list of all available fitness classes, recreation facilities, operation hours, and intramurals is available on the UD [recreation website](#). Operating hours might change during holidays and breaks.

Little bob facility is located within walking distance from many of UD dorms and departments (location [here](#)) and has multiple facilities such as indoor pool, gym, basketball courts, dance studios, squash courts, etc. You can also sign up for group fitness classes at a discount.

Tickets to seasonal plays by [Resident Ensemble Players \(REP\)](#) on campus can be obtained at a discount for graduate students.

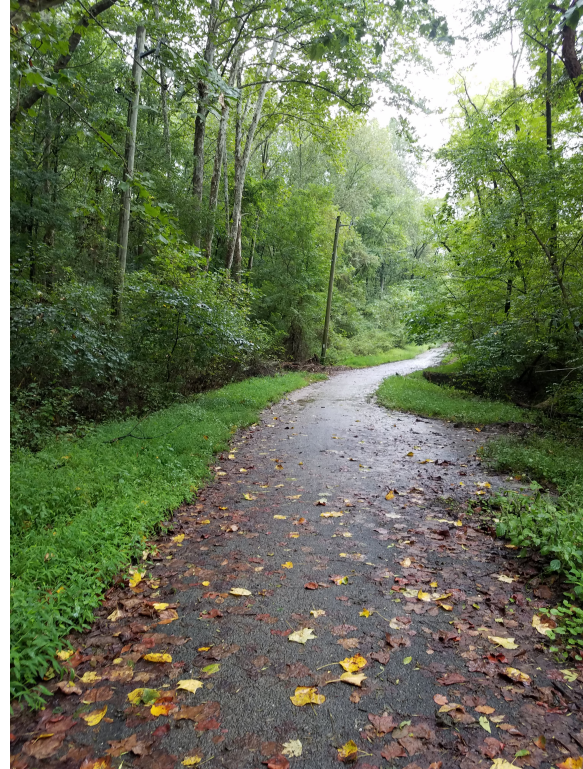
Trails and parks: There are a few hiking and running trail within walking distance from UD campus. A map of trails and parks and their operating hours is available on the City of Newark [website](#). Newark [Reservoir](#), also in walking distance, is free to visit with a 1.8 mile walking trail around the perimeter.

Social and Recreational Resources

There are weekly happy hours and specials within walking distance of UD campus such as bargain Tuesdays (\$6) at [Main St. Movies 5](#) located in Newark shopping center and half price nachos at [Klondike Kate's](#) on Tuesday. You can always find more about happy hour and restaurant/bar specials online.

A great place to start on your search for what Newark has to offer is the Downtown Newark [website](#), where you can see categorized lists of Newark businesses.

Coffee shops in walking distance from campus (Brew ha ha, Brewed Awakening, Teado, and Little goat coffee) are great places to work or hangout.



Housing and Groceries

Most graduate students prefer to live off-campus. A few of the housing complexes within walking from campus and on the UD shuttle bus route are listed below:

[The Retreat](#), [Studio Green](#), [Colonial garden](#)
South Gate apartments, [One Easton](#)
[University courtyard](#), [Pine Brooks Apartments](#)

Other housing options can be found using online resources listed below:

- [UD Classified](#)
- <http://u-dwell.com/>
- [Free and for Sale](#) (closed group-ask a friend to add you)
- [University of Delaware \(UD\) Housing, Sublets & Roommates](#)
- <https://www.places4students.com>
- <https://www.zillow.com/>

Housing and Groceries

A number of pharmacies and grocery store are located near the UD campus.

- Walgreens Pharmacy (E. Main St., Suburban Dr.)
- Acme (College Square, Suburban Dr.)
- Rite Aid (Elkton Rd.)
- Farmers Market (Kirkwood Highway-Accessible with Dart bus) :
 - ❖ Affordable groceries and ethnic and international items
- Zahra International Food Market (Newark Shopping Center, E. Main St.)
 - ❖ Mediterranean and Middle Eastern
- Wang's Oriental Food (E. Main St.)
- Roohani-Lasani Grocery, Halal Meat, & Restaurant (Marrows Rd.)
- Mi Ranchito Mexican Food Market (N. Chapel St.)

Graduate Student Problems

Time Management

Keep a time table, keep working and make sure to keep your advisor posted on your progress. It's important to know what is expected of you and when, so keep a daily and weekly schedule. A realistic and well-planned schedule will help you allocate time to your social and personal life as well as your professional development. Keep in mind that you should also allow time for fun so schedule some time to exercise, dinner with friends, etc. Although finding a perfect balance might be challenging, flexibility of the graduate student schedule can help when planning ahead. A possible approach is to take the most out of experimental downtimes and stimulation runs to catch up with the literature in your field, grab a cup of coffee with a lab mate, or go to the gym, etc.

Moreover, an electronic calendar (e.g. Google Calendar) would be very helpful for incorporating meeting appointments and sharing your schedule with fellow lab mates and your advisor.

Graduate Student Problems

Expect things not to work the first time!

Don't get stressed or frustrated if things don't work out for the first time. Discuss issues with your colleagues and try to avoid group competitiveness. It is important to decide when a certain path is not worth pursuing.

Keep your focus on the goal, which is to be ready to “wrap up” and graduate! This means two things: 1. Getting a good project and working hard on it to get results and 2. Being aware of time and checking in regularly with your advisor for expected completion dates and expected project results for a your thesis.

You are not alone!

It is easy to take failure personally and tend not to be good judges of when we have done enough do be careful not to fall into these traps. You are a graduate student (not already a faculty member/postdoc) because you are learning about these issues. Instead of blaming yourself, talk to others about your frustrations. Most students, postdocs and faculty have been through similar experiences.

FAQ

Coursework

University of Delaware students use UDSIS to register for courses, manage registration related finances, access their course history and transcripts, and etc.

Each department has specific course requirements for different graduate tracks (PhD and MS). When registering for a course, make sure that it is in line with your program requirements. As a graduate student you are expected to be proactive in ensuring you meet your degree requirements. Both your advisor and graduate coordinator in your department are great resources that can help you select course that are closely related to your research area.

In addition to your final grade in a course, the crucial goal in a graduate class is to understand the material on a deeper level and incorporate what you learn in a course in your research and ultimately your thesis.

FAQ

Choosing a research group

The procedure of choosing a research group is department-specific. Some departments provide a list of available graduate research assistant positions to incoming graduate students. Departmental graduate coordinator is a great resource when looking for a research lab. You can also contact senior graduate students in your department to identify available opportunities.

When meeting with a potential advisor, make sure to ask about lab culture, general onboarding procedures in the lab, requirements to graduate, and funding. You must also communicate your learning style and what you expect to accomplish during your graduate studies. Develop a plan to obtain the knowledge and skill set you need to graduate and see how each potential research group can help you achieve them. Ask about possible training scheme or peer mentors available in your lab of interest. Do not shy away from seeking help and asking questions from other group members and your advisor, not only when you start in a group but throughout your graduate work.

Remember that there is not only “one type” of an advisor-advisee relationship. While someone might thrive in a group others might face inter-personal and professional challenges in the same group. Find the group and the advisor that works for you.

FAQ

Expectations and clarifications

While graduate student responsibilities are determined on a case by case basis, it is paramount to discuss and clarify advisor and advisee expectations. Examples of discussion topics both before joining and while in a research group are daily schedule, publication timelines, graduation requirements, dissertation topic and vacations days. If possible, implement one-on-one annual/biannual performance review sessions between you and your primary advisor to evaluate your overall progress and as necessary adjust your path forward in your graduate studies. Taking notes and sending follow up emails can go a long way in making sure you are on the right track.

Leave of absence: UD graduate office has provisions in place to accommodate leaves of absence if the situation arises (medical, parental, or personal). Detailed information about taking formal leave of absence can be found [here](#).

Conferences and workshops: discuss the timeline of publications and professional meetings you plan on attending with your advisor. Most grants allow for domestic travel for workshops and conferences at least once a year. If not available however, students can take advantage of travel awards from the destination conference as well as the Graduate student office and their department to cover the funds.

FAQ

Communication

Being proactive might be one of the keys to success in graduate school. You might not want to wait until your advisor contacts you. If your request or communication with your advisor goes without response, you can:

- Try a different communication method (if you tried by email, stop by the office or telephone or leave a written note).
- Send a follow up email. Email gets “lost” (whether in transit or in an inbox)
- Ask your advisor about their preferred method of communication.

Publication

The decision of whether your progress is publishable or not might be delayed if there is a lack of feedback on your progress with your advisor. Make sure you are receiving correct and timely advice for publishing. Your advisor should be a guide for your research so that you continue to make satisfactory progress toward the degree. Different faculty members have different styles of managing a PhD project (hands on or hands off). In either case, never hesitate to ask questions!

FAQ

Addressing concerns about funding

- (i) Don't panic. Look into what options are open for you in the immediate term. Depending on where in your graduate program you are, you might think about getting a MS degree, becoming a teaching assistant, switching to another research group (or another program), or look for a job (in case you already have a MS).
- (ii) Be aware that there are other assistantships on campus available to all graduate students. You don't always have to receive funding from your own department. There are also summer jobs on campus that can help you in the short term. Find part-time on-campus job listings [here](#).
- (iii) Discuss your situation with your colleagues. Sometimes senior students may know more than you think, and they might have the right advice, who to contact, where to ask help, etc. You might want to contact someone on the WIE steering committee who actively work with students on the improvement of graduate life for information. The membership of this [committee](#) is available on the web.

FAQ

Unexpected conflicts

- (i) Reach out to the graduate coordinator in your department. Graduate coordinators are a great resource to find out about your department's guidelines and policies. In cases of conflict or general inquiries, make sure you reach out to the coordinator in your department either through email or in person.
- (ii) Use the student counseling center to your benefit. Your professional progress and mental and physical wellbeing go hand in hand. Getting involved with student groups and building a healthy social life can directly and indirectly help you overcome any unforeseen challenges.
- (iii) Your thesis committee members and the chair in your department are allies you can count on.
- (iv) Office of graduate and professional education and Dr. Martin (the Associate Vice Provost) are great resources for mitigating professional conflicts.

Graduate Student experience at The College of Engineering at UD is highly rewarding. This experience will prepare you to be successful in your future career and build the academic and social skills that you will need on the road ahead.

If you have any suggestions for improving the content of this handbook, please contact womeninengineering@udel.edu

