

**OFFICE OF GRADUATE STUDIES  
BROWN BAG**

Tuesday, October 20, 2015  
10:00 am | TECO Room

**WELCOME**

Dr. Ruth Bahr,  
Interim Assistant Dean,  
Office of Graduate Studies

# SYSTEMS ACADEMICS WEBSITE

Carol Hines-Cobb &  
Joseph Butts,  
Assistant Directors, Grad Studies

# ACADEMIC PROCESSES

Cindy Pumphrey,  
Administrative Specialist,  
Grad Studies

# ACADEMIC POLICIES/PROCESSES

## General Policy Questions

### Contact:

Ruth Bahr

Carol Hines-Cobb

# ACADEMIC PROCESSES

## Kim Carter

- Arts & Sciences
- Business
- Education
- Engineering
- Graduate Studies (Cybersecurity)

## Maggie Hogarth

- BCS
- Medicine
- Nursing
- Pharmacy (Masters)
- Public Health
- The Arts

## Joseph Butts

- Probation
- I-Grades (for questions)

# TRAININGS: ITA, TA, VAWA, TITLE IX

Ruth Bahr

# TRAININGS: ITA, TA

- **International Teaching Assistant Class (Fall & Spring)**
  - Required of students in job codes 9183 and 9184 if they do not meet the language proficiency requirements
  - Focuses on using English in the classroom. It is NOT a basic English class.
  - [http://www.grad.usf.edu/International Teaching Assistants Handbook 2015-2016.php](http://www.grad.usf.edu/International_Teaching_Assistants_Handbook_2015-2016.php)
- **TA Training (Fall & Spring)**
  - SACS requirement
  - Required of all TAs in job codes 9183, 9184, & 9185
  - Online and Face-to-Face component



# TRAININGS: VAWA, TITLE IX, RCR

- **Violence Against Women Act (VAWA) (Fall)**
  - All grad students will complete an online program
  - TAs must complete a 1 hour face-to-face session as well
- **Title IX (Fall)**
  - TAs must complete a 1 hour face-to-face session.
- **Responsible Conduct of Research (RCR) (Fall)**
  - Online for PhD students

# ETD PROCESS

Matthew Corder  
Administrative Specialist,  
Grad Studies

# ETD DEADLINES

	Fall 2015	Spring 2016	Summer 2016
Complete ETD Workshop	Summer 2015	Fall 2015	Spring 2016
Start of Semester	08/24/2015	01/11/2016	05/16/2016
Graduation Registration Deadline	09/18/2015	02/05/2016	06/10/2016
<b>Deadline to Submit Thesis</b>	<b>11/06/2015</b>	<b>03/25/2016</b>	<b>07/01/2016</b>
<b>Deadline to Submit Dissertation</b>	<b>11/20/2015</b>	<b>04/08/2016</b>	<b>07/07/2016</b>
<b>Final Clearance Deadline</b>	<b>12/09/2015</b>	<b>05/04/2016</b>	<b>08/03/2016</b>
Commencement	12/12/2015	05/07/2016	08/06/2016

# SUBMISSION REQUIREMENTS

- Complete ETD Registration once the semester begins.
- Submit completed Certificate of Approval along with:
  - 1<sup>st</sup>-page of plagiarism check results
  - NORC Survey Completion Page (Doctoral Students only)
  - NOTE: We do not receive Successful Defense forms – those should stay at the college.

# SUBMISSION REQUIREMENTS

- Submit the committee-approved ETD as a PDF to ProQuest.

*Student should use an email they check regularly when creating a ProQuest account – emails regarding changes and approvals will use that address when sending. Some students fail to check their emails, and miss that we are waiting for them to complete the revisions.*

These steps must be completed before we can review. To receive a \$25 discount, students should have their submission completed more than 2 weeks before the submission deadline (\$75 more than 2 weeks before deadline; \$100 within 2 weeks of deadline).

*If an ETD is severely out-of-format, and/or requires multiple revisions, the student may be assessed an additional one-time \$25 fee. We encourage students to review the site and attend the workshop and help sessions to ensure they meet our requirements.*

# CERTIFICATE OF APPROVAL UPDATED

Certificate of Approval has been updated & is now a fillable PDF.

We are now asking that students complete all but the signature fields on the form on their computer, then saving and printing.

- Illegible handwriting, especially when professors complete the name & email fields.
- Approval emails are sent to the student, their committee, the Dean/Program Director, and program specialist (if their email is listed on the form).
- Forms are eventually scanned and added to BDMS, so legibility is vital there as well.

# CERTIFICATE OF APPROVAL

- Complete on your computer, except for signatures/dates.
- Print form.
- Sign and date yourself.
- Have the committee sign and date when they approve of your Thesis/Dissertation.
- Have the College Dean sign and date. (If Behavioral Sciences or Arts & Sciences, have your program director sign)

**USF** Electronic Thesis & Dissertation (ETD) Certificate of Approval  
 OFFICE OF GRADUATE STUDIES  
 4202 East Fowler Avenue, ALN 226 | Tampa, FL 33620-5816  
 UNIVERSITY OF SOUTH FLORIDA TEL: (813) 974-2846 | WEB: <http://www.grad.usf.edu/>

*This electronic form serves as the official record of MANUSCRIPT APPROVAL and is submitted to the Office of Graduate Studies (ALN206) simultaneously with the student's additional paperwork.*

Name	Cordner	Matthew	R	USF ID # <small>(Type numbers only)</small>	U0000000
USF College	Arts & Sciences	Degree	Masters - Thesis	Degree Program <small>(i.e. Chemistry)</small>	Theatre Studies
Manuscript Title:	Magic Wands: Need They Have a Point?				

By signing this form, I am certifying that the version I submitted is the final copy as approved by my advisory committee, has been analyzed by appropriate plagiarism-detection software, and all published material in this dissertation/thesis has the appropriate copyright permissions to be reproduced and are included in the appendix. Furthermore, if IRB approval was required for this research, a copy of that approval is included in the appendix. I hereby grant to USF and its agents the non-exclusive license to archive and make accessible my thesis or dissertation in whole or in part in all forms of media, now or hereafter known. I retain all other ownership rights to the copyright of the thesis or dissertation. I also retain the right to use in future works (such as articles or books) all or part of the thesis or dissertation.

#### REQUIRED RELEASE AGREEMENT

The document is submitted electronically (ETD) and archived under the release option noted both on this form and in the online final submission system when the PDF file is uploaded. If a restriction has been noted, electronic publication of the document will be delayed for one year from the date of final approval by the USF Office of Graduate Studies.

Select One Option:  Immediate Worldwide Publication Access OR  Publication Release Embargo of one year.

Note: Access information is also selected in the ProQuest system. Selections for both this paper form and in the online system **MUST MATCH** or the release information will be invalid and the manuscript will be released immediately for worldwide access.

#### MANUSCRIPT APPROVAL

The aforementioned manuscript has been reviewed and approved to meet the thesis or dissertation requirement by the student's supervisory committee. The undersigned agree to abide by the statements above, and confirm that this Certificate of Approval Form serves as confirmation that the thesis/dissertation defense has been successfully completed and that the thesis or dissertation, including the Abstract, is approved and ready for submission and publication through the Office of Graduate Studies.

#### COMMITTEE (CO) MAJOR PROFESSOR(S) CONTENT ANALYSIS

By signing below, the (Co)Major Professor(s) confirms the analysis of the report generated from running the student-uploaded dissertation/thesis through a plagiarism-detection software:  TurnItIn (through Canvas) OR  Other: \_\_\_\_\_ and believes, based on that analysis as well as the limitations inherent in such detection software, that this dissertation/thesis is not plagiarized. The first page of the generated report must be attached; check here:  if parts of the document have previously been published.

	Full Name & Degree (Please Type)	Email Address (Please Type)	Signature	Date Signed
STUDENT	Matthew Cordner	mcordner@mail.usf.edu		
Major/Co-Major Professor	Ruth Bahr, Ph.D.	rbahr@usf.edu		
Co-Major Professor/Member	Dwayne Smith, Ph.D.	notreal@aol.com		
Member	Jane Doe, E.D.D.	jdoe@gmail.com		
Member				
Member				
Member				

COMMITTEE VERIFICATION: The Associate Dean of the College or the Dept. Program Director (in the Colleges of AS & BCS) attests that the committee listed above was previously approved by the college, as well as that the authenticity of each member's signature.

Associate Dean/ Program Director	John Smith, Ph.D.	jsmith@usf.edu		
AD/PD (for Dual Degree Students)				

Program Administrative Specialist (please include email if you would like an approval email sent to you for your records.) lmirabal@usf.edu

**DO NOT COMPLETE - Office of Graduate Studies Use ONLY**

ETD Registration  Plagiarism Summary  NORC Survey (Dissertations only)  Approved Date: \_\_\_\_\_

Embargo Options

Plagiarism Check Statement

Typed – not handwritten

Do NOT complete – this is for processing

# PLAGIARISM CHECK

- Professor should create an assignment in Canvas.
- Student submits a .doc file (under 20 mb, under 400 pages, with figures/images removed) to the assignment.
- Professor should receive results within a few hours up to a day.
  - *If it takes longer, it's likely stuck. At that point, the professor can email me the Word doc, and I will process it externally, through the TurnItIn website. ([mcordner@usf.edu](mailto:mcordner@usf.edu))*
- We just need the 1<sup>st</sup> page of the results – it usually has a percentage on it. The actual percentage doesn't matter – professors will need to review the results to ensure there's no clear plagiarism.



# ETD WORKSHOPS & HELP SESSIONS

## ETD 1-on-1 Help Sessions

- |                         |                 |         |
|-------------------------|-----------------|---------|
| ▪ Wednesday, October 28 | 3:00PM – 6:00PM | ALN 296 |
| ▪ Wednesday, November 4 | 1:00PM – 4:00PM | ALN 296 |
| ▪ Tuesday, November 17  | 1:00PM – 4:00PM | ALN 296 |

Spring ETD Workshops & Help Sessions will be announced by December.

QUESTIONS?

# FALL 2015 BROWN BAG SCHEDULE

Tuesday, November 10 | 10AM | TECO Room

Tuesday, December 15 | 10AM | TECO Room

Grad Program Director/Coordinator Webpage:

<http://www.grad.usf.edu/graduate-directors.php>

Email: [mcordner@usf.edu](mailto:mcordner@usf.edu)