We are committed to providing a safe campus environment supporting the Title IX federal law and our policies that prohibit discrimination on the basis of sex, including:

- gender discrimination
- pregnancy and parenting discrimination
- sexual harassment
- stalking
- sexual exploitation

Or any type of sexual violence, including:

- intimate partner violence
- nonconsensual sexual contact or intercourse
- sexual coercion
- sexual battery
- sexual assault
- rape

**SPEAK UP! if you experience, witness, or are told something you are concerned about. Report it to:**

Beth Lunde-Stockero  
**Title IX Coordinator**  
Admin 306 • 906-487-3310  
titleIX@mtu.edu  
mtu.edu/title-ix

**Public Safety and Police Services**  
206 MacInnes Drive • 906-487-2216  
mtu.edu/publicsafety

**Tip Line**  
906-487-0847  
mtu.edu/tips

**In case of an emergency, always dial 9-1-1.**
January 12, 2018

Dear Graduate Student,

Welcome to Michigan Technological University! I am very happy that you have chosen to pursue your graduate education at Michigan Tech. Your time in graduate school will be filled with challenges and achievements; experiences you have and friends you make in graduate school will remain with you the rest of your life. I know that you will meet interesting people, work hard, and learn more about your chosen discipline and yourself while you are here.

You are joining a university that values research and service to society. A lot of exciting research is going on at Michigan Tech. While you are here you have the opportunity to become an internationally recognized expert in your field of study. Your work may help develop a new tool that will improve the quality of life for people around the world, identify new ways to save energy and water or promote strategic uses of natural resources, or change the way we think about transportation in a fundamental way. All of these things and more are possible at Michigan Tech. The papers you write and presentations you give while you are here will help you hone your communication skills and develop professional connections that will last throughout your career. You could have the opportunity to teach or guide other students. Whatever you do, you are going to be seen as a leader and will have the opportunity to make a positive impact on others’ lives.

Michigan Tech’s Graduate Student Government (GSG) represents you and all other graduate students on campus. The GSG works with me to continually improve the graduate education experience for all students. Students who participate in GSG have the opportunity to develop their leadership skills and work with other graduate students from across the campus on issues that are important to the Michigan Tech community. I hope that you will get involved in the GSG during your graduate career.

The local community and Keweenaw Peninsula area offer a wide variety of cultural, historical, and recreational opportunities. Do take advantage of these activities so you will get to enjoy all that the “Copper Country” has to offer.

Orientation is designed to introduce you to people and programs that will support you during your graduate career. You will learn tools and techniques that you can use to build professional relationships with your advisor, graduate committee members, and other faculty and staff. You will also receive useful handouts that will be helpful in the future.

The staff of the Graduate School looks forward to working with you as you complete your graduate degree. We hope that you will visit us on the fourth floor of the Administration Building. We are always happy to answer questions and provide assistance whenever possible.

Sincerely,

Pushpa Murthy, PhD
Associate Provost and Dean of the Graduate School
Graduate School
Your first year checklist

☐ Complete Basic RCR Training (done today!)

☐ Pay your student bill and confirm enrollment for spring 2018 today (all students – including supported students). Consult with your advisor or graduate program director for proper course selection.

☐ Submit final official proof of previous degree(s)

☐ Get your HuskyCard (Michigan Tech ID) in the Library

☐ Complete Campus Clarity training in support of a safe campus environment for all students – details on MyMichiganTech.mtu.edu

☐ Check MyMichiganTech.mtu.edu regularly for additional checklist items, links to forms, and to confirm receipt of items

☐ Register and confirm enrollment for summer 2018 (optional) and fall 2018 (required)

☐ Select an advisor and submit the “Advisor and Committee Recommendation form” no later than fall 2018 to avoid a registration hold. http://www.mtu.edu/gradschool/policies-procedures/forms-deadlines/

☐ Complete Advanced RCR training in fall 2018 or spring 2019

☐ Complete GTA training if you are a GTA – contact your program for specific requirements

Visit our website for all of our available resources.

www.mtu.edu/gradschool

Michigan Technological University is an Equal Opportunity Educational Institution/Equal Opportunity Employer, which includes providing equal opportunity for protected veterans and individuals with disabilities.
Graduate School
International student checklist

☐ Complete all items on “Your first year checklist” in this book

☐ Check in with International Programs and Services (before classes start)

☐ Complete Life@Michigan Tech workshop (spring semester)
  - 7 one-hour required workshops designed to help new international undergraduate, transfer, exchange, and graduate students adjust to Michigan Tech’s academic and social community.
  - You will receive more information about registration by email prior to the start of classes.
  - There will be several workshop dates and time options to fit your schedule.
  - Questions? Contact life@mtu.edu.

☐ Complete English Language Assessment at the Center for Teaching and Learning (spring semester)
  - Required for students whose first language is not English and who intend to be graduate teaching assistants.
  - The Center for Teaching and Learning offers free workshops through IGSC3 for all international graduate students interested in improving their language skills.

Visit our website for all of our available resources.

www.mtu.edu/gradschool

Michigan Technological University is an Equal Opportunity Educational Institution/Equal Opportunity Employer, which includes providing equal opportunity for protected veterans and individuals with disabilities.
Graduate Student Government at Michigan Technological University

With representatives from every graduate department, the Graduate Student Government (GSG) plays an important role in shaping the graduate experience at Michigan Tech. GSG also has representatives on most standing University committees, allowing the voice of graduate students to be heard in decisions about health care, transportation, housing, sustainability, entertainment and diversity.

GSG is always looking for graduate students who wish to make a positive impact on the graduate student experience at Michigan Tech. Serving with GSG is an excellent opportunity to gain experience working as part of a team to accomplish goals, and to prepare for administrative or governance work both within and outside of academia.

We voice your opinion!
GSG Presents:

- Graduate Research Colloquium (GRC) and the 3 Minute Thesis Competition (3MT) which provide graduate students with the opportunity to share their research with the campus community;
- Graduate students are regularly awarded travel grants for attending ($150) or presenting ($250) at professional conferences. Last year, 174 awards were given totaling $33,000;
- Awards for Exceptional Graduate Student Scholar, Graduate Student Leader, and Faculty Mentor, honoring the recipients publicly at a banquet;
- Academic seminars series feature guest speakers and presenters to enrich the graduate student experience;
- GSG organizes a variety of social events including an international dance, cookouts, movie nights, game nights, laser tag, bowling, summer softball league, etc.

Please visit the GSG website to view the meeting schedule and dates of upcoming socials, Lunch-n-Learns, and other events. To learn more about GSG, feel free to contact a representative from your department or a member of the Executive Board.

Contact Us!

Email: gsg@mtu.edu
Website: gsg.mtu.edu
Anonymous form: gsg.mtu.edu/contact-us/
Facebook: facebook.com/GraduateStudentGovernment
Instagram: @gsg.mtu
Twitter: @GSG_MTU
Welcome to Graduate School Orientation!

Agenda
- Introduce you to University resources
- Orientation program: 1 – 4:30pm
  * Help you start your first year and learn the basics of responsible conduct of research

Logistics
- We will have two breaks; please get water and use the restrooms as needed
- Attendance will be taken
  * Your presence for the entire session is required to successfully complete the required training portion of orientation
  * This training is part of a federal requirement for all graduate students

Graduate School Staff
We’re here to help!
Visit us on the 4th floor of the Administration Building.

Staying Informed and on Track
- Check MyMichiganTech regularly
- Check your Michigan Tech e-mail (@mtu.edu)
- Check the Graduate School web site for current forms and information
- See the two checklists in your booklet for required trainings to complete
- Questions? Email gradschool@mtu.edu
Graduate Student Orientation

Entering a New Stage in your Professional Career

Goals for Today

- Help you understand....
  - Expectations for your first semester
  - Expectations for your graduate career
  - Positive conflict management
- Introduce you to appropriate conduct for a researcher in the lab and classroom

The "Resolving Conflict" and "Setting Expectations" portions of orientation are adapted or used from materials developed by Michigan State.

A Time of Transition

- Welcome to graduate school!
- You are now apprentices in your field
- Faculty will have higher expectations of you and your work
- Graduate school is challenging and different in many ways from your undergraduate career
  * International students should note that courses are based on assignments through the whole semester, not just a final exam

What percentage of students complete their PhD within 10 years?

A. 20%
B. 40%
C. 60%
D. 80%
E. 100%

Why do Students Leave Graduate School?

A. Unmet expectations
B. Faculty-student relationships
C. Lack of departmental integration
D. Issues with funding
E. Personal reasons

Your First Semester

Develop plans for...

- ...your coursework
- ...your research
  * Determine what topics interest you the most
  * Identify potential faculty advisors
  * Schedule interview with potential advisors
- ...funding your education
  * GTA, GRA, External funding, loans
- ...your career
A faculty advisor generally provides guidance for:

- **Academics**
  - Courses to take
  - Teaching methods
- **Research topic**
  - Identify resources you may need
  - Provide constructive feedback on your results and presentation of your work
- **Career**
  - Identify potential sources of employment
  - Assist in networking at professional meetings

### How do you select an advisor?

- Some programs will select an advisor for you – especially coursework only degrees
- Many factors can influence your decision
  - Availability of funding
  - Research topic
  - Management style
  - Other students in research group
  - Etc., etc., etc.!

### What factor is most important to you in selecting an advisor?

- Other faculty and staff at Michigan Tech will help you complete your degree
  - Look beyond your department and draw on the collective experience available on campus
  - Take advantage of seminars and workshops offered on campus
  - Some projects are highly collaborative, and will involve the skills of many people
- All research projects will be evaluated by a committee of graduate faculty

### Why Does the Faculty/Student Relationship Matter?

- Relationship with your advisor and committee does not end with graduation
- Careers depend on good reference letters
- Faculty Power
  - Stipends
  - Work assignments
  - Resources
  - Advice

### Setting Expectations

www.mtu.edu/gradschool/succeed
Setting Expectations

- Think about your expectations or goals for your education – what do you want to accomplish?
- What interests or values do you have?
  * Earning your degree
  * Spending time with family
  * Work-life balance
- How might your expectations and interests conflict with your advisor’s expectations and interests?
  * Who should serve on my committee?
  * What classes should I take?

What expectations do you have for your graduate education?

Sunny Skies – Discussion

- Identify the expectations of the student and advisor.
- Identify the people and interests.
  * Who are the people or groups that might be affected by the student’s actions?
  * What are their interests?
- Generate options for the student.

Advisor – Student Expectations

- You have expectations for your graduate career
  * The student in our video expected to have time to take a vacation during spring break
- Your advisor will have expectations for you
  * The advisor in our video expected the student to work during spring break
- Expectations can be either explicit or implicit

Explicit Expectations

- Explicit Expectations:
  * Clearly Stated (verbally or in written form)
  * Checked for understanding
  * Unilaterally or jointly set
- Explicit expectations can still cause conflict if you disagree with your advisor, but conflict may be dealt with in a positive way using the interest based approach.

Implicit Expectations

- Implicit Expectations
  * Not stated and rarely understood.
  * “What didn’t you understand about what I didn’t tell you?”
  * “What part of my silence didn’t you understand?”
- Implicit expectations can cause conflict between a student and advisor at an unknown point in the future.
Window of “Negotiable” Expectations

Explicit

Joint

Implicit

Unilateral

Basic Expectations of a Student

- Perform work in a timely and responsible manner
  - If funded, treat your assistantship like a real job
- Asking questions when expectations or protocols are unclear
- Set expectations for their training
- Maintain good research records
- Follow policies that govern practices in field

Basic Expectations of an Advisor

- Provide training in research methods and standards for responsible conduct
- Setting goals for project
  - Managing staff time and equipment
- Setting criteria for and evaluating progress
- Setting an example by following proper research protocols
- Setting criteria for credit in publications

Basic Premise

- At some point in your graduate career, your expectations may conflict with your advisor’s expectations
- Conflict occurs when two or more people believe their actions, thoughts, or ideas are not compatible
  - One roommate wants to go on a ski trip; the other wants to go to Hawaii for a vacation
  - You want Dr. Smith on your committee; your advisor wants Dr. Roberts

More about conflict

- Conflict can be major or minor
  - The magnitude of the conflict can be a matter of perception. What may be very important to you may be less important to someone else.
- Conflict itself is neither good nor bad
  - It’s how conflict is handled that is good or bad

Basic Assumptions

- Many issues in graduate education are not negotiable (University policies, laws, etc.)
- The power differential between graduate students and faculty will always exist
- We should not expect 100% retention or completion
- Remember, conflict is not good or bad – handling it in a positive way is more important
Resolving Conflict

- Identify the issue
  - An issue is the immediate question that needs to be answered
  - There may be more than one issue, but select one to start with
- Select a strategy to resolve the conflict
  - Avoidance, Accommodating, Positional, Interest-based
  - There is no right or wrong strategy

Options to Resolve Conflict Decrease Over Time

Avoidance and Accommodating

- Avoidance
  - Maybe the problem will go away if I ignore it
- Accommodating
  - Let the other person have his or her way
- Common point with both strategies is that the conflict does not usually go away
- Not dealing with the conflict now can lead to problems or anger later

The Positional Approach to Resolving a Conflict

- Narrows options in the beginning to two positions
  - Neither position may be the best answer to the issue.
  - May produce a winner and a loser or two losers!
  - Neither person gets exactly what they want
  - May harm the relationship

The Library
Interest-Based Strategy
- Differs from all of the other strategies because it considers more than just you and the other person in the conflict
- Many people or units may have a stake in resolving the conflict successfully
- Considers the interests of all people or units that have a stake in the conflict – not just you and your advisor

The Interest-Based Approach

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<thead>
<tr>
<th>Issue</th>
<th>Options</th>
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Academic Integrity vs. Research Misconduct
- Academic Integrity (AI) pertains to work submitted for a grade.
- Research misconduct in scholarly activities pertains to research.
- Graduate students generally engage in coursework and research, so they need to be aware of both policies.
  - Academic Integrity resources: [http://www.mtu.edu/conduct/integrity-center/students/](http://www.mtu.edu/conduct/integrity-center/students/)
  - Research Misconduct resources: [http://www.mtu.edu/research/administration/integrity-compliance/responsible-conduct/](http://www.mtu.edu/research/administration/integrity-compliance/responsible-conduct/)

Collaboration on Assignments
- At Michigan Tech, it is not acceptable to collaborate (work together) on any assignment unless your instructor has given you permission.

Collaboration Scenario
- A class is given a take home assignment that may include both numerical and written components.
- Students are given written instructions stating that they may talk about any part of the project with anybody.
- Students must independently develop an answer and submit their own work.
Situation #1

While eating lunch, Paul asks Deb how to start the project. Deb describes her general approach.

Is this acceptable collaboration?
A. Yes
B. No

Situation #2

A few days later, Paul is talking to his roommate about the same assignment. The roommate took the class last year and shows him the solution to the problem.

Is this acceptable collaboration?
A. Yes
B. No

Situation #3

Paul asks Deb for more help after Deb has completed the assignment. Deb opens up her homework file, and discusses the problem with Paul, showing him parts of the computer file. After several attempts at explaining the problem to Paul, Deb decides she’s hungry and goes to lunch. Paul notices the file is still open on Deb’s computer and saves a copy of the file on his thumb drive.

What’s the violation in this scenario?
A. Paul and Deb talking together
B. Deb showing Paul her work on the computer
C. Paul taking Deb’s file
D. A and B
E. B and C

During Grading of the Assignment

- The instructor notices that Paul and Deb’s assignments are very similar.
- The two assignments share….
  * Identical file creation time stamp
  * Formatting of the answer
  * Errors in calculations
  * Formatting in the document

What will the instructor think?
A. Paul and Deb collaborated together and will accuse both of academic integrity violations.
B. Paul stole the file from Deb and will accuse Paul of academic integrity violation.
C. They just happened to come up with identical answers when they discussed the solution and there is no violation.
Who is at fault?
A. Paul
B. Deb
C. Both

Collaboration on Assignments
- Collaboration could include
  * Discussing assignments with other students
  * Sharing solutions and answers
  * Helping a friend – in or out of your class
- Collaboration is only allowed if you are explicitly told that you may work together
  * Ask your instructor
  * Don’t ask fellow students!

Integrity in Academics and Research
Part 2. Plagiarism

What is plagiarism?
- Plagiarism is when you use someone else’s words or ideas and take the credit for them.
  * Reusing your words for another paper is not plagiarism, but it may violate the academic integrity policy.
- Plagiarism is not allowed under any circumstances for any work

Two things you need to do
- Acknowledge the source of any ideas you present that are not your own – this is done with a citation
  * Exception – if something is “common knowledge” you do not need to cite it – BUT it’s better to over-cite than under-cite
- When using ideas that are not your own, present them in your own words

Good Practices to Prevent Plagiarism
- As you read papers, make notes in your own words
- Use these notes as you write instead of the paper
  * Post-its, index cards
- Avoid copying text into your papers with the intent of changing it later
  * This can be difficult and can lead to unintentional errors
Worksheet – Example #1
Is this plagiarism?
A. Yes
B. No
C. I don’t know

Worksheet – Example #2
Is this plagiarism?
A. Yes
B. No
C. I don’t know

Worksheet – Example #3
Is this plagiarism?
A. Yes
B. No
C. I don’t know

Worksheet – Example #4
Is this plagiarism?
A. Yes
B. No
C. I don’t know

Worksheet – Example #5
Is this plagiarism?
A. Yes
B. No
C. I don’t know

Integrity in Academics and Research
Part 3. Data
Responsible Conduct of Research (RCR) Expectations

- Follow the practices of your field and standards of the university.
- Commit to achieving the highest standards of integrity in scientific and scholarly research.
- RCR resources: www.mtu.edu/research/administration/integrity-compliance/

Which one isn’t Research Misconduct?

A. Fabrication, falsification, or plagiarism
B. Deviation from standard practices of field
C. Failure to comply with funding agency requirements
D. Retaliating against someone who has provided information about misconduct
E. Honest error or differences of opinion

Fabrication and Falsification

- Fabrication
  * Lying
  * Making up data that doesn’t exist
- Falsification
  * Covering the data up
  * Hiding data that you collected
- There are valid reasons to exclude data, but running out of time is not one of them

Consequences for Misconduct

- Academic work – Probation, suspension, expulsion, revocation of degree
- Research Misconduct hearing
- Funding agency may restrict or deny your ability to submit proposals
- Employer may not hire you
- Department may not approve co-op
- Journal can reject a paper

What to do?

- If you observe misconduct, you are obligated to do something. To not act is to participate in misconduct yourself.
- Rash reactions and public accusations, however, are not appropriate.
- Learn about standards in the field.
- Ask questions to clarify expectations.
- Consult with a neutral party.

What is the issue?

A. Why isn’t a moving company packing for the recent graduate?
B. May the student take the data with him?
C. Why isn’t the data in digital form?
D. Why didn’t they discuss the future of the data before he was packing?
E. Some other issue...
Definition of Data

- Michigan Tech considers data to be anything collected during research.
- Examples include:
  - Lists of sources
  - Samples
  - Plots
  - Printouts
  - Numerical data
  - Personal notes
  - Images
  - Strip chart recordings
  - Computer files

Who owns the data?

Owner is ultimately responsible in cases of misconduct and accept benefits and liabilities.

A. Funding agency
B. University
C. Faculty advisor/Principal investigator
D. Student researchers
E. All of the above

Who controls the data?

Controller decides who has access to the data for analysis.

A. Funding agency
B. University
C. Faculty advisor/Principal investigator
D. Student researchers
E. All of the above

Who can access the data?

A. Funding agency
B. University
C. Faculty advisor/Principal investigator
D. Student Researchers
E. All of the above

Student Issues

- Students are expected to know lab policies about data access and control
  - May data leave the lab?
  - How is work given credit in publications?
  - May students continue research on the same topic in another lab using the preliminary data?
  - By agreeing to work in a certain lab, you agree to PIs policies – know what they are

Importance of Record Keeping

- If scientific misconduct, specifically fabrication or falsification is alleged, data must be produced
- The university must investigate, so they must provide the data
- Good data recording techniques are essential to protect your intellectual property and maintain integrity
Research Notebooks

- Research notebooks are essential to protecting your data and records
- An ideal notebook
  * Bound
  * Numbered pages
  * Duplicate pages
- Keeping good records of research sources is critical if you are in a lab, or library

Ideal Notebook Practices

- Write in pen
- Put a single line through errors
- Write down thoughts as well as data
- Collect data in notebook as you go – don’t transfer from a loose notebook or paper
- Leave original at University
- Keep a copy/backup elsewhere (3-2-1!)

LiveScribe Pen

- Record what you write

Scan to the Cloud

- Obey security and privacy rules!

Graduate School

- Facilitators: Please carefully check your attendance sheets at this time and sign at the bottom.
- All: Please complete feedback forms to help us improve our program.
- Remember that the Graduate School is a resource for you to complete your education – we want to help.

Graduate Student Government of Michigan Tech

Advocacy • Enrichment • Community
Scripts for Video Vignettes

“Sunny Skies”
Professor    Finished, Denise?
Graduate Student    Yep! It’s Spring Break and since classes aren’t meeting next week, I’m headed to Florida for some well-deserved R and R!* 
Professor    Wait a minute! Everybody needs a break once and a while, but Spring Break is the best time for uninterrupted research. I need you here – in the lab.

*Note:    “R and R” stands for “Rest and Relaxation”

“Moving Day”
Graduate Student    Hello, Dr. Altiero.
Professor    Well, congratulations again, now I guess we get to call you Doctor as well.
Graduate Student    I guess so.
Professor    Packing to go?
Graduate Student    Yep. Packing up all my books and project files before heading off to North Carolina to start my post-doc.
Professor:    Which files?
Graduate Student:    My project files.
Professor:    Those belong to the lab. You can’t take them with you.
1. Identify the issue

2. Identify the stakeholders and their interests

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3. Generate options
What is plagiarism?

You are reading an article by Wright *et al.* entitled, “Bending and fracture toughness of woven self-reinforced composite poly(methyl methacrylate)” (*J Biomed Mater Res*, 36, 441–453, 1997) and want to use some of the information in your term paper on a similar topic. For each example, consider if the proposed paraphrasing is plagiarism or not and why.

<table>
<thead>
<tr>
<th></th>
<th>Original material</th>
<th>Proposed paraphrasing</th>
<th>Is the proposed text plagiarism? Why or why not?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bone cement fills the space between the bone and the prosthesis, acting to transfer the load between the prosthesis and bone.</td>
<td>Bone cement fills the space between the bone and the prosthesis, acting to transfer the load between the prosthesis and bone. (Wright <em>et al.</em> 1997)</td>
<td></td>
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<tr>
<td>2</td>
<td>Fixation of hip prostheses by bone cement has been occurring since shortly after the introduction of total hip arthroplasty by Dr. Charnley. (Charnley 1975)</td>
<td>In 1997, Wright said, “Fixation of hip prostheses by bone cement has been occurring since shortly after the introduction of total hip arthroplasty by Dr. Charnley. (Charnley 1975)”</td>
<td></td>
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<tr>
<td>3</td>
<td>Long-term clinical success of cemented prostheses is directly linked to the stability of the bone cement mantle.</td>
<td>The stability of the bone cement mantle is directly linked to the long-term clinical success of cemented prostheses.</td>
<td></td>
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<td>4</td>
<td>Previous work in this lab has concentrated on improving the mechanical properties of PMMA for use in total hip replacements without introducing a new chemistry for which it might be difficult and expensive to obtain FDA approval. (Lautenschlager <em>et al.</em> 1984)</td>
<td>Lautenschlager’s prior work focused on increasing the mechanical properties of PMMA for use in total hip replacements without changing the chemistry since it might be expensive and difficult to obtain FDA approval.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Previous work in this lab has concentrated on improving the mechanical properties of PMMA for use in total hip replacements without introducing a new chemistry for which it might be difficult and expensive to obtain FDA approval. (Lautenschlager <em>et al.</em> 1984)</td>
<td>The medical device industry has been hesitant to approve new materials due to a lengthy and expensive FDA approval process. Due to this, the Lautenschlager group has focused on improving the properties of PMMA without modifying the chemistry. In particular, fatigue and fracture properties have been greatly improved with their new materials. (Lautenschlager <em>et al.</em> 1984)</td>
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Getting Around Town

Transportation Services, in partnership with the surrounding cities, provides many free or low-cost transportation options to our students, faculty, and staff.

**Zipcar**
Zipcar is car-sharing, an alternative to bringing a car to school, that gives members 24/7 access to vehicles parked right on campus. Low hourly and daily rates include gas, insurance, and 180 miles per day to go wherever you want to go. Zipcar is for all Michigan Tech students, faculty, and staff who are at least 18 years old. Members can reserve cars online or with a smart phone for as little as an hour or up to four days. This year, enjoy all the freedom of owning a car without any of the hassle.

Find out more about how it works, to register for a membership, and view zipcar locations at zipcar.com/mtu.

Lyft: For new passenger promo credits go to: http://promocodesandfreerides.com/usa/Michigan/Houghton-Lyft-credit.html
Mak’s Taxi: (906) 523-7477

**City Transit**
The city of Houghton provides a low-cost bus service and Michigan Tech students may use it at a discounted rate! To arrange a ride or to learn more about the City Transit services, please call 482-6092 or visit www.cityofhoughton.com/info-transit.php.

The city of Hancock offers public transit between the hours of 7a.m.-5p.m., Monday-Friday. Call 482-3450 for a ride or visit www.cityofhancock.com for more information.

**Additional Services**
The Campus Parking Shuttle stops at variation locations around campus to transport students, faculty, and staff from surrounding parking lots to main campus, the SDC, and even Mont Ripley during the winter.

Need help on campus? The Transportation Services Office offers a Motorist Assistance Program at no charge. There is on-campus assistance for flat tires, running out of gas, or charging a dead battery.

For more information about shuttle routes or other additional services on campus, please visit the Transportation Services website at http://www.mtu.edu/facilities/services/transportation/.

Michigan Tech Transportation Services (906-487-1441 or parking@mtu.edu)
Writing and Language Resources

  [http://www.mtu.edu/humanities/mtmc/mission/](http://www.mtu.edu/humanities/mtmc/mission/)
  - Weekly, one-time, and online appointments
  - Assistance with writing, presentations, research, resumes, and more!

- **Turnitin.com** – check your documents for plagiarism. See the “Graduate Candidates” course on Canvas for more information.

- **International Graduate Student Communication and Cultural Center (IGSC3)** – is designed for international graduate students so that they are better prepared and more confident communicators on campus, in the classroom and in the community. Contact Sylvia Matthews ([samatthe@mtu.edu](mailto:samatthe@mtu.edu)), or visit Walker 102. Weekly appointments are available.

- **Van Pelt and Opie Library** – [www.mtu.edu/library](http://www.mtu.edu/library) and library@mtu.edu - Stop by our Service Center or our Student Research Consultants for assistance with your assignments or research. Librarians offer personalized consultations to get you started! Here are some highlights of our services:
  - **Off-campus access**: Whether at home or worldwide, you have access to most services and resources of the library including journals, databases, e-books, and streaming videos. On the website look for tabs for Search (nearly everything), Databases A-Z, Catalog, or Journals A-Z. Once you select a resource, you will be prompted to log in with your Michigan Tech username and ISO password.
  - **Interlibrary Loan (ILL)**: You can request books, articles, or other materials the library doesn’t have. We locate the materials you need from our partner suppliers, normally at no charge to you. For more information visit the library’s website and click on “Interlibrary Loan”.
  - **EndNote**: Save time by managing your citations and automatically embedding them using the correct style in your manuscripts/footnotes/endnotes. Download here: [http://libguides.lib.mtu.edu/endnote](http://libguides.lib.mtu.edu/endnote) at no cost and look for regularly offered workshops.
  - **Textbooks**: As a general rule, the library doesn’t acquire required textbooks and they are rarely obtainable via Interlibrary Loan. We have Course Reserves where instructors place their copy on reserve. Search the catalog to see what is available.
  - **Convenience/productivity tools**: The Library and IT Service Center has useful items to borrow including cameras, chargers headphones, scientific calculators and more. We sell cheap thumb drives and headphones, too.
Students have access to regularly scheduled Rozsa Center "Presenting Series" events; downhill skiing at Mont Ripley; hockey games in the MacInnes Student Ice Arena; concerts and theatre performances; outdoor gear rentals; snowboarding; year-round tennis and trails access; golfing at Portage Lake Golf Course; Intramural sports; and access to resources and workshops provided by Wellness for a more balanced lifestyle.

FOR MORE INFORMATION VISIT:
MTU.EDU/EXPTECH