

**NCS- CIVIL CONSTRUCTION& ENVIRONMENTAL ENGINEERING  
PROGRAM PRACTICES**

Questions 1A, 1B - Communication with Potential Doctoral Students

Questions 2A, 2B – Admission

Questions 3A, 3B, 3C, 3D – Orientation and Advisement

Questions 4A, 4B – Social Interactions

<b>Questions</b>		<b>Answers</b>
1A	When potential graduate students contact your department for information, who handles the inquiries? (Please provide the title rather than names)	The inquiry might be received by either of the following: - Associate Head/Director of Graduate Programs - Graduate Services Manager
1B	What type of information is usually sent in response to such inquiries?	- Email directions/links to websites for information and application online - Mail general letter and brochures describing recent research projects and programs
2A	Who in your department makes the decision about which applicants to admit (or to recommend for admission)? (Please provide the title rather than names).	- Associate Head/Director of Graduate Programs (one person) makes recommendation to Graduate School. - Faculty specialty area committees make recommendation to Assoc. Head/Dir of Graduate Programs.
2B	What criteria are used in making this decision?	Background of applicant as related to desired program: - Qualifications of applicant - GPA, GRE, Toefl (if applicable) of applicant - Research interests of applicant - Statement of purpose by applicant - Experience of applicant - Strength of recommendations for references.
3A	How does your department orient new students to graduate study?	- Some information is sent by mail about 2 to 3 months in advance. - About 2 days before the start of classes each semester, the department has an orientation session for new graduate students. One hour is general by the Dir. of Graduate Programs. A second hour is by the faculty coordinators of the various

		specialty groups with students divided by specialty.
3B	Who handles initial course advisement for new doctoral students, and how is that person selected?	<ul style="list-style-type: none"> <li>- If the student is already funded as an RA, the project PI becomes the student's advisor and that faculty member provides the course selection advisement.</li> <li>- The faculty coordinators for the specialty areas do it.</li> </ul>
3C	Describe the process by which a student selects or is assigned a dissertation chair.	<ul style="list-style-type: none"> <li>- If reselected as an RA, the PI for the project becomes the Chair.</li> <li>- If later selected for an RA, the project PI becomes the Chair.</li> <li>- If a TA or self-supported, the student is encouraged to meet with each faculty member in their specialty area and discuss mutual interests in research. When a mutual interest is found, that faculty member becomes the student's chair.</li> </ul>
3D	Can students in your department change dissertation chairs? If so, how is that change accomplished?	A change can be made through student and faculty interaction with the Director of Graduate Programs. Sometimes it happens if the working relationship doesn't work out. The effort is to minimize disruption to the student, project and faculty involved.
4A	Other than formal coursework, does your department offer, sponsor, or support activities designed to foster social support and/or collaborative learning among doctoral students? (E.g., study groups, student organizations, student-student mentoring programs) If so, please describe.	We encourage student interaction, but it is mostly informal. The orientation is intended to help introduce new students to each other, the faculty and staff. Most specialty areas within the department have periodic social gatherings.
4B	Does your department hold regular social activities in which students can interact informally with faculty members and other students? If so, please describe	Most specialty areas have some social gatherings, but they are not regular. Most areas have seminars, which include a social period and refreshments. These vary from every 2 to 4 weeks.