

Obligations of microEP graduate students

Revision 1: August 10, 2015

Communications requirements:

1. Attend weekly μ EP operations seminar meetings (MEPH 5811/5911/6811/6911)
2. Attend μ EP student public presentations prior to their thesis/dissertation defense
3. Attend μ EP summer camp the week before start of classes in the fall
4. Attend μ EP supplemental training activities as scheduled
5. Check "name"@uark.edu email once per day for program communications
6. Empty mailbox in μ EP office once per week
7. Attend and present research summaries at small project group meetings (approximately six per semester)
8. Attend all μ EP monthly Research Communication Seminars (MEPH 5611/6611).

Proficiency to be demonstrated in following software packages:

1. Microsoft Project
2. Microsoft Word for Windows
3. Microsoft Excel
4. Microsoft PowerPoint (to be used for all student presentations unless another software product is required by a specific course instructor)

μ EP Documentation requirements:

1. Required for MEPH 5811, 5911, 6811, and 6911 enrolled students, highly recommended for all students:
 - a) Resume, including a list of all publications published, submitted and planned and all conferences attended (updated first full week of September, February, and June)
 - b) Research document between student, major professor, and μ EP assistant director (updated first full week of September, February, and June. Not required during the first semester of a degree program.) See an outline at <http://microep.uark.edu/>.
 - c) Research path defined in Microsoft Project (updated monthly as described in project document. Not required during the first full month of a degree program.)
2. Required for all MEPH students:
 - a) Curriculum/degree plan (updated each semester as part of advising cycle, and required before enrollment for the following semester).
 - b) The degree plan must be reviewed with, and signed by, your major professor and returned to the μ EP office as well as any other required documents in order for your advising hold to be released.

Graduate School Documentation requirements:

The Graduate School requires different forms as spelled out in the Graduate School Handbook.

Typing skills:

Technology based careers involve intense written communication in order to be effective. The μ EP program strongly encourages all of its students to quickly increase their level of typing to the level of at least 45 words per minute, using any of the free typing tutorial programs available through the internet.