



KENNESAW STATE
UNIVERSITY
COLLEGE OF SCIENCE AND MATHEMATICS
Department of Chemistry and Biochemistry

Thesis Style Guide

for the

Master of Science in Chemical Sciences

Program



College of Science and Mathematics

Department of Chemistry
and Biochemistry

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1. The Electronic Submission.

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- c. Click http://digitalcommons.kennesaw.edu/cgi/ir_submit.cgi?context=mscs_etd to take you to the upload form. Create an account using any e-mail address. You will be redirected automatically to the submission form. Fill out the submission form with pertinent information. The information you put in this form will help make your thesis more discoverable and more widely read. Please consult with your thesis advisor for suggestions on keywords. You can upload a .pdf or .doc, but it will convert it to .pdf if you upload the latter. Please click submit when finished only once as it takes a moment to process the full text of your work. You will get a submission completed notice when it is finished. From there, your committee members will look over your submission form and approve it for publishing on the DigitalCommons. You will receive an e-mail when it is published. This must be completed by graduation and the e-mail

confirmation should be forwarded to the Program Coordinator for Departmental records. You will receive monthly updates on how many times your work has been downloaded.

2. The Printed Submission.

- a. Students will submit a minimum of three copies on plain 20 lb. or 25% cotton white copy paper (single sided only) to the Department for binding services using the National Library Bindery Co. of GA. (770-442-5490). Binding includes a full thesis title and author's full name in gold stamp on the front cover with the author's name and year of graduation stamped on the spine. All binding covers are black.
- b. One copy will be displayed in the Department office, one copy will be sent to the thesis advisor, and one copy will be sent to the student. Additional copies are available for personal use at a cost of \$19.50 each. Payment for at least 3 copies is due upon submission by personal check or credit card number. Please allow up to 4 weeks to complete your order.

3. The Style Guide.

- a. The text should be double spaced in Times New Roman and 12 point font.
- b. The text should completely fill a 6-inch by 9-inch area on each page with the following exceptions:
 - i. The first page of each chapter (including the preliminary pages, and the first page of the reference list and the first page of each appendix) has a top margin of 2 inches
 - ii. Tables and illustrations may be smaller (but not larger) than the 6-inch by 9-inch area.
- c. Maintain correct margins when preparing the thesis. The left margin of each page must be 1.5 inches wide to allow for binding. All other margins must be 1 inch wide (except as described above).
- d. If a subheading appears to be at the bottom on a page, it should be moved to the next page to be with its accompanying text. Each chapter begins on a new page.
- e. Word processing software should be set to avoid "widows" and "orphans."
- f. Text should be left justified.
- g. The title page is the first page of the thesis to be counted, but it is not numbered. The next page, either a blank page or a copyright page, is neither numbered nor counted. The next page, usually the acknowledgements, is both counted (ii) and numbered at the bottom center of the page. All preliminary pages that follow (Table of Contents, etc.) are counted and numbered at the bottom with lowercase Roman numerals.
- h. Use Arabic numerals beginning with number "1" on the first page of the text and continue on every page throughout the manuscript, including the appendix or appendixes.

- i. Chapter titles must be in all capital letters and centered. The top margin on the first page of each chapter must be 2 inches. Subheadings are always typed in the upper and lower case and should be consistent in style throughout the thesis. Subheadings may or may not be listed in the Table of Contents. An additional line space may be inserted before headings
- j. All illustrated materials (tables, figures, graphs, etc.) must be incorporated into the text and cannot be included in a section following the thesis text.

4. Proofreading and Editing

- a. The thesis must be thoroughly proofread before it is submitted to the DigitalCommons@Kennesaw State University repository.
 - i. Pagination must be checked on all documents submitted.
 - ii. The wording of the Table of Contents, List of Tables, and List of Figures should be consistent with the headings, table titles, and figure titles, respectively, in the text.
 - iii. Double check page numbers in the Table of Contents to make sure they agree with text.
 - iv. All references in the text should follow ACS Style Guide.
 - v. All references cited in the text must appear in the Reference List and vice versa.

5. Preparing the Final Document

- a. Title Page. Assigned a small Roman numeral (i) although it is not typed on the page. Includes the full title of the thesis, full, legal name of the student as it appears in Owl Express, and the statement “Submitted in Partial Fulfillment of the Requirements for the Degree of Master of Science in the Department of Chemistry and Biochemistry at Kennesaw State University” followed by the month and year of graduation. This page should also contain signatures of the voting members of your committee, the Program Coordinator, and Department Chair.
- b. Dedication/Acknowledgments (optional). Small Roman numeral.
- c. Abstract. Small Roman numeral(s).
- d. Table of Contents. Small Roman numeral(s).
- e. List of Tables / List of Figures. Small Roman numeral(s).
- f. Main Body/Chapters. Text arranged in accordance with the style guide. Arabic numerals.
- g. References. A complete list of references formatted by the American Chemical Society style guide.
- h. Appendices/Supporting documents (optional).

6. Defending the Thesis.

- a. After each thesis committee member agrees that the document is ready to move to final defense, the student will consult with the committee members to schedule a tentative date for their final defense and complete the [*Final Submission of Thesis or Dissertation*](#) form. The committee chair will sign the form, and the student will submit the completed form and a copy of the thesis abstract to the Program Director. The student will also provide a final draft of the thesis to each of the thesis committee members at least 7 days before the defense. This final draft must be complete in all respects and editorially acceptable for final approval at the time of the defense. Failure to comply with this procedure will result in a delay of the defense.
- b. The defense is posted as a public hearing and may be attended by other members of the University community and, as reasonable in the judgment of the Committee Chair, by others from outside the University. The Chair establishes matters of protocol prior to the actual defense. Faculty and any others who sit in as an audience for the defense are required to defer to the Chair's judgment concerning matters of protocol. While audience members are welcome to attend the candidate's presentation preceding the defense, it should be noted that they are not permitted in the room while the candidate is being questioned by the committee. The defense must be completed 14 days prior to graduation.
- c. The public defense provides a formal opportunity for the candidate to present his or her research questions, design, methods, findings, and conclusions to those in attendance. Generally, this presentation by the candidate lasts between 30-45 minutes, including time for questions from the general audience. Afterwards, the committee will formally question the candidate about the work he/she has completed, in private.
- d. Generally, the entire defense will not exceed two hours. Once the candidate has completed the presentation and the committee has had ample opportunity to question the candidate, the Chair will dismiss the candidate in order to conduct a private final discussion of the work and to vote on the outcome. That is, the committee's final deliberations will take place in Executive Session, with only the committee members present. Only committee members may express opinions or vote on the outcome of the defense. The committee members will vote on whether the candidate passed or failed the final defense using the [*Thesis/Dissertation Defense Outcome*](#) form.
- e. Once the vote is taken, the chair invites the candidate to return to the room. The candidate is the only person who returns to the room after the committee's deliberations. The committee's final decision and any additional feedback from the committee is presented to the candidate at this time. It is the responsibility of the candidate to make any editorial corrections suggested by the committee. Committees may ask students to complete a short letter of understanding which will document revisions

necessary to compete the thesis. Once all edits are complete, the [*Thesis/Dissertation Defense Outcome*](#) form is routed to the Program Coordinator.

- f. In the event that the candidate does not successfully defend, he/she may re-defend within six months. A candidate has only one additional attempt to defend and pass the oral examination. Failure to re-defend within six months or failure to pass on the second attempt results in the candidate's dismissal from the program.

7. Degree Completion.

The MS degree is considered complete when:

- a. The thesis is in final form, all revisions are completed, and the document has been approved by the committee.
- b. The final copy of the thesis is submitted to the Digital Commons.
- c. Copies of the final document along with payment are submitted to the Department for binding.
- d. Signed copies of the [*Thesis/Dissertation Defense Outcome*](#) form on file with the Department and Graduate College.

[TITLE]

by

[Name]

[Undergraduate Degree]

[Institution], [Year of graduation]

Submitted in Partial Fulfillment of the Requirements

For the Degree of Master of Science in the

Department of Chemistry and Biochemistry

Kennesaw State University

[Year]

Committee Chair

Graduate Program Coordinator

Committee Member

Department Chair

Committee Member

College Dean



KENNESAW STATE
UNIVERSITY

COLLEGE OF SCIENCE AND MATHEMATICS
Department of Chemistry and Biochemistry

Student Handbook

for the

Master of Science in Chemical Sciences

Program



College of Science and Mathematics

Department of Chemistry
and Biochemistry

Welcome to the Department of Chemistry and Biochemistry at Kennesaw State University! Our mission is to provide our students with an outstanding education that prepares them for any path they choose, whether it involves further study in a Ph.D. or professional degree program, or a career in a government lab or private company. The Master's degree program that you are entering is a new degree program, designed to be flexible to take advantage of the different backgrounds and experiences of students in the program and their goals upon graduation.

This handbook strives to compile in one place answers to many of the questions that you may have about how to be a graduate student: "What courses do I take?" "What are my responsibilities as a teaching or research assistant?" "Who do I go to if I want to change my mind about a Supervising Professor (research mentor)?" If your answers are not found in the handbook, I encourage you to talk to the Graduate Coordinator or your Supervising Professor.

In Chemistry and Biochemistry our knowledgeable, energetic faculty and our dedicated professional staff are all available to assist you as you mature as a practicing scientist. As you progress through the degree program, you will be deciding which faculty member will serve as your Supervising Professor. I encourage you to consider this decision carefully, since the research project you work on will help define your area(s) of expertise as a scientist and projects you work on in your future career.

Our department has a large undergraduate program; we currently have more than 500 undergraduate chemistry and biochemistry majors. We have active chapters of the Student Affiliates of the American Chemical Society (SAACS) and the National Organization of Chemists and Chemical Engineers (NOBCCChE). I hope that you will consider participating in these groups. Your input as a graduate student would provide good perspective to the undergraduates. It's also a great way to get to know other science students and a way to make friends who already know the campus and things to do in the area.

If you have any questions about the program, your progress, which classes to take, your choice of a Supervising Professor, or anything else please email the Graduate Coordinator, Dr. Chris Dockery (cdockery@kennesaw.edu), or me at mmitch52@kennesaw.edu. Again, welcome to Kennesaw State University and I wish you the best of luck.

Sincerely,

Mark Mitchell, Ph.D.
Professor and Chair
Department of Chemistry and Biochemistry

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PART 1: THE GRADUATE STUDENT

MSCB Graduate Student Responsibilities

Graduate students must adhere to the policies and procedures that govern their education at Kennesaw State University. That responsibility requires that all graduate students know where to find the rules and regulations of the Graduate School and any additional requirements of their specific programs. Many of these policies and requirements are found the Kennesaw State University Graduate Catalog, and include information on:

- Expectations for satisfactory graduate level student performance
- Definition of legal residence
- Out of state tuition waivers
- Assistance in identifying and seeking financial aid
- Satisfactory Academic Progress Standards for financial aid
- Registration procedure
- Auditing
- Candidacy requirements
- Residency requirements
- Transfer credit
- Course load for full-time status
- Course repetitions
- Transient student status
- Grading system and withdrawals
- Academic Probation
- Readmission policy
- Grade appeal procedures
- Graduation requirements pertaining to GPA and credit hours

Graduate Teaching Assistants and Graduate Research Assistants are required to have health insurance, and will be automatically enrolled in (and charged for) a University System of Georgia student health insurance plan. Those that are enrolled in another existing health insurance plan may opt out.

Graduate students are expected to maintain satisfactory academic progress toward the degree as outlined in the Kennesaw State University Graduate Catalog. "Satisfactory progress" means moving through the series of steps necessary to obtain a master's degree at a reasonable pace (typically two years), and at the level of performance the department requires of all its graduate students. These steps are described in detail in the "**Policies Regarding the Thesis Process**" section.

A central goal of the MSCB program is for students to progress to the point of becoming self-reliant researchers capable of using their knowledge of the scientific process to advance professionally. To this end, expectations of MSCB students beyond maintaining grades and producing a quality research thesis include:

- **Self-Directedness:** Graduate students are expected to take primary responsibility and ownership for their learning and development. Graduate students have a

significant personal responsibility for:

- Determining the direction of their graduate studies
 - Making critical assessments of their own progress and achievement
 - Understanding requirements to complete their degree objectives and for developing a plan to satisfy these requirements within an acceptable timeline
 - Initiating discussions with the Supervising Professor (and other members of the committee if necessary) concerning thesis research, coursework, and committee appointments and meetings
 - Maintaining a healthy work / life balance
- **Developing Professional Identity:** In addition to developing skills and competence within a field, a professional displays responsibility, develops cultural and social sensitivity and etiquettes, and adheres to ethical standards. Graduate students should:
- Participate in professional activities, such as departmental and college seminars and scientific conferences pertaining to their discipline.
 - Immerse themselves in the scientific literature appropriate to their studies. A good practice is to read at least one article each day.
 - Participate at an appropriate level in university, departmental, or program governance.
 - Develop a collegial and professional network with faculty, fellow students, and other professional within their field.
 - Conduct oneself in a mature and civil manner.
 - Work with diverse faculty and peers regardless of their race, gender, religion, sexual orientation, or national origin.
- **Upholding a High Standard of Research and Academic Integrity:** Relative to undergraduates, graduate students are granted greater access, given more responsibility, and allowed greater independence in directing their studies. Because of this, graduate students are expected to exercise the highest levels of academic integrity. Failure to do so can lead to suspension or dismissal. Graduate Students must:
- Exercise the highest integrity while completing their coursework. Unethical actions include but are not limited to cheating on exams or assignments, assisting another student in cheating, failing to acknowledge through citations intellectual materials of others, collaborating on an assignment or examination without specific permission from the faculty member to do so, and selling of notes, syllabi, or papers.
 - Exercise the highest integrity in collecting, analyzing, and presenting research data.
 - Respect the property of other researchers and of the University.
 - Maintain the confidentiality of the Supervising Professor's and fellow students' professional activities and research prior to presentation or

publication, in accordance with existing practices and policies of the discipline.

- **Upholding a High Standard of Laboratory Safety:** Graduate students are expected to create and maintain a safe laboratory working environment as described by the College of Science and Mathematics handbook and individual laboratory safety standards.

The responsibilities and duties associated with being a graduate student can be daunting at times. You should feel free to keep an open dialogue with your professors and supervisors about concerns and problems that arise. The MSCB Program Coordinator and Department Chair are also available if you are unable to find adequate solutions. If you find yourself having personal difficulties, Kennesaw State University's Counseling & Psychological Services (CPS) is available for help. Common problems seen by CPS counselors include: academic concerns resulting from poor time management of study skills; test anxiety; difficulty adjusting to college life; roommate difficulties; confusion about career or other identity issues; feelings of isolation and loneliness; depression; anxiety; difficulties relating to other; substance abuse; body image or eating disorders; and family problems. Appointments can be made by calling (770) 423-6600 or by dropping by their office located on the 2nd Floor of Kennesaw Hall, Room 2401. Their website is <http://www.kennesaw.edu/studentssuccessservices/cps>.

Academic Probation and MSCB Program Dismissal Policies

Academic Probation

Whenever a graduate student's cumulative graduate grade point average drops below 3.0, that student will be placed on probation and be advised of the significance and potential consequences of this action. While on probation, the student will not be permitted to apply for admission to candidacy, take comprehensive exams, or obtain a graduate degree. Academic Probation may also affect a student's financial aid status. Students on probation are only allowed to register for courses during Final Registration.

Graduate students can have their probationary status removed by raising their cumulative grade point average to at least 3.0.

Dismissal for Academic Performance

Graduate students will be dismissed from further graduate study under any of the following conditions:

- While on probation, the term GPA is less than 3.0
- Not clearing probation after two semesters
- Achieving a semester GPA of less than 2.0 in any semester

A graduate student who is dismissed by the program for academic or disciplinary reasons normally will not be readmitted.

Dismissal for Other Reasons

Academic or Research Misconduct/Illegal, Fraudulent, or Unethical Behavior: The process for dismissing students as a result of academic or research misconduct, or as a result of illegal, fraudulent, or unethical behavior is outlined in the Code of Student Life.

Unsatisfactory performance in research: *A grade of unsatisfactory for CHEM 7990 could lead to dismissal.* MSCB students are expected to carry out research as part of their graduate education. Students must perform acceptably in their research work, as evaluated by their Supervising Professor, or they may lose their research supervision as well as any associated funding at the discretion of the advisor. This applies even if the student's GPA meets or exceeds the minimum set by the department and graduate school.

A student who no longer has an advisor should ask the Graduate Coordinator for help in finding new research supervision. Students who have lost their funding may also request partial funding from the Department Chair, for example, as a Graduate Teaching Assistant.

An MSCB student who cannot find a new advisor after one full term must leave the program.

Reinstatement

Students who wish to request reinstatement after their dismissal must sit out at least one semester. Students who wish to request reinstatement after their dismissal must complete the "Request for Reinstatement" form and submit it to the Office of Graduate Admissions. The form will be routed to the appropriate graduate program personnel for review. The program will then forward their recommendation to the Dean of the Graduate College. The Dean of the Graduate College will then notify the appropriate graduate program director, the Office of the Registrar, and the student of his/her decision. The decision of the Dean of the Graduate College is final and students may not appeal this decision. Graduate students who are granted a reinstatement must agree to a remediation plan. Any deviation from the remediation plan will result in permanent dismissal.

Faculty and Staff Involved in the Education of Graduate Students

The Graduate Coordinator

The Graduate Coordinator leads the Departmental team that plans and evaluates the progress of graduate students. The Graduate Coordinator will be responsible for critical problems that may arise within the program and will act as a liaison for student and faculty. The Graduate Coordinator is expected to:

- Coordinate staff and student workers in relation to the program.
- Be involved in strategic planning for program growth, positioning, and marketing.
- Engage directly with current and prospective students as needed.
- Act as primary author of policies and procedures pertaining to the program.
- Serve as a liaison between program and key partners including the faculty, staff, other departments, registrar, alumni relations and community partners.
- Chair the Graduate Committee.
- Approve Thesis Committee membership for each graduate student.

- Consult with Department Chair and Assistant Department Chair on assigning Graduate Teaching Assistants to specific courses.
- Administer surveys for the purpose of program assessment.
- Maintain research portfolios for each student for the purpose of program assessment.
- Manage tuition waivers.
- Approve course substitutions.
- Approve graduate student programs of study.

The Supervising Professor

The Supervising (or “major”) Professor is the primary faculty member responsible for providing guidance on developing a research question and thesis proposal, facilitating and overseeing the student’s research and reviewing, and approving (in conjunction with the Thesis Committee) their final research products (thesis, defense, and seminar). The Supervising Professor is expected to be readily accessible to his/her students and serves as their advisor. You should meet regularly with your Supervising Professor to:

- Discuss research ideas.
- Discuss the make-up of the Thesis Committee.
- Discuss specific research responsibilities, including time lines for completion of research and the thesis.
- Report research progress and discuss any problems that are impeding or might potentially impede progress.
- Discuss professional development.
- Discuss financial support.

The Supervising Professor is expected to:

- Be able and willing to assume principal responsibility for advising their student toward degree completion.
- Provide or arrange for student financial support for the first summer and second year.
- Assist students in choosing thesis committees.
- Be “Chair” of the student’s Thesis Committee.
- Attend faculty discussion sessions designed to ensure consistency and quality of graduate student education.
- Provide research space for each student within the faculty’s assigned research space.
- Interact with students in a professional, civil, and collegial manner in accordance with University policies and relevant laws.
- Attain with students a clear understanding of their specific research responsibilities, including time lines for completion of research and the thesis.
- Attain with students a clear understanding of expectations for the thesis and thesis defense.
- Discuss authorship policy with students in advance of entering into collaborative projects, and acknowledge student contributions to research presented at

conferences, in professional publications, or in applications for copyrights and patents. Treat students as junior colleagues.

Thesis Committee Members

Each of the Thesis Committee members will carefully review the student's research proposal and thesis and submit comments, corrections, format changes, and other suggestions in writing to the graduate student. Editorial remarks for the thesis shall be submitted no later than the day of the scheduled presentation and defense. Thesis Committee members are expected to attend the student thesis seminar and to participate in the student's thesis defense. All appointed committee members are voting members of the student's Thesis Committee with regards to the thesis proposal and the final thesis.

The Graduate Committee

Graduate students will not typically have direct interactions with this committee. However, this committee plays an important role in the graduate student's experience at Kennesaw State University. This committee makes decisions on acceptance of applicants to the program and on awarding teaching assistantships and evaluating how well Graduate Teaching Assistants are meeting their responsibilities. The Graduate Committee is also involved in assessing the program and developing any necessary revisions.

Policies Regarding the Thesis Process

A thesis that reports the results of an original investigation is required. The thesis will contain a thorough review of the primary literature of the research area in question. Analysis, discussion and conclusions of the research are required along with proposals for future work. The thesis is to be written by the student, and no one else. A thesis Master's degree is not granted based on time and effort expended, but on the achievement of a significant research contribution as evaluated by the Thesis Committee.

In conjunction with the student, supervising professors need to ensure the following to facilitate timely progression through the program:

- Thesis Committee members, selected in consultation with the Supervising Professor, must be presented to the MSCB Graduate Coordinator for approval by January 15 of the student's first academic year. The Thesis Committee will consist of the student's Supervising ("major") Professor from the Department of Chemistry and Biochemistry at Kennesaw State University and a minimum of two other professors, with at least one of these from the Department of Chemistry and Biochemistry. The three committee members must be tenure-track. Additional members with appropriate expertise are permitted and need not be tenure-track professors or members of the Department, and should be qualified with expertise (either professional or academic) within the area of study; but the number of voting members must be odd (3 or 5 members). At least one of the members of the committee **must** be from outside the major professor's subdiscipline.
- During the second semester of the student's first academic year, the student should communicate with each member of that Committee their proposed research ideas, write a research proposal, and gain approval for their research proposal in a

formal meeting with the committee. The research proposal should include an explanation of the research question, a review of the scientific literature relevant to that question, methods that will be used to address that question, and ideally preliminary data that supports the project.

- A Departmental seminar followed by a thesis defense (attended by all members of the student's committee) is required. The timeline for the seminar and defense will be provided in the semester that the student plans to graduate. To allow sufficient time for evaluation, the student must submit a draft of the completed thesis to all members of the Thesis Committee at least one week prior to the scheduled seminar and defense.
- The thesis is to be formatted according to guidelines determined by the department in the Thesis Style Guide. Citations within the MSCB thesis must be in the American Chemical Society style.
- During the course of a student's thesis research, the student must maintain a record of all scholarly products (e.g., posters, talks, workshops, technical reports, published papers, etc.). This record must be presented to the MSCB Program Coordinator prior to graduation.

Coursework

In addition to a thesis generated by original research, the degree will require a minimum of 33 credit hours: 18 credit hours of graduate coursework, 2 credit hours of Graduate Seminar, and a minimum of 13 hours of Research for Master's Thesis. Coursework is determined in consultation with the Supervising Professor and approved by the Graduate Coordinator. The student's Thesis Committee may require additional remedial course work; these classes will not count toward the degree, nor will they be counted as hours needed to qualify for teaching assistantships or tuition waivers. It is expected that students will complete all coursework and not utilize course withdrawal except under extreme circumstances, which should be agreed upon with the Supervising Professor and the Graduate Coordinator.

Up to 9 hours of graduate coursework may be taken as a transfer or transient student outside of the Department of Chemistry and Biochemistry in lieu of Departmental offerings, if approved by the Supervising Professor and the Graduate Coordinator. A minimum of 27 hours must be taken in residence.

Courses can be found in the Graduate Catalog (<http://www.kennesaw.edu/gcatalog>).

Policies Regarding Tuition Waivers

The Graduate College will typically waive tuition for every Graduate Teaching Assistant and Research Assistant up to a maximum of 24 hours per year. Students may take 9 hours during the Fall and Spring semesters (18 hours total) and tuition waivers will cover the remaining hours (of the maximum 24) for the Summer, even if students are not teaching

for the Department or College during the Summer semester. Tuition will not be waived for credit hours that are in addition to the 33 hours required for the degree, nor for courses taken at other institutions.

PART 2: Mechanisms for MSCB Student Support

Workloads and Responsibilities for Graduate Research Assistants

Graduate Research Assistants (GRAs) support the research program of their Supervising Professor while making satisfactory normal progress towards their degree. The duties assigned for GRAs should be relevant and add value to the student's major field of study, area of interest or expertise. GRAs will work with the Supervising Professor for 15-20 hours per week for 15 weeks per semester (Fall/Spring) based on assignment. GRAs should also help train undergraduates and maintain a safe laboratory environment.

Workloads and Responsibilities for Graduate Teaching Assistants

Graduate Teaching Assistants (GTAs) are expected to function as both professionals and students, providing quality instruction while making satisfactory normal progress towards their degree. Graduate Teaching Assistants in the MSCB program will generally be responsible for teaching two laboratory sections per semester, and 2 hours per week in the Tutoring Center. Graduate Teaching Assistants will be under the direct supervision of the Instructor of Record for the class section to which they have been assigned. In addition, Graduate Teaching Assistants must work with course coordinators to ensure quality and consistency across lab sections in teaching content, and with the lab coordinator to ensure laboratory safety and to effectively manage shared supplies and equipment. To be a GTA a student must be enrolled full time, a minimum of 9 credit hours. Duties include (as applicable to a given course):

- Instruction of undergraduate students in the laboratory
- Grading laboratory assignments and quizzes
- Taking attendance
- Reporting in a timely manner attendance and grades to the Instructor of Record (the TA is not Instructor of Record)
- Attending pre-lab training sessions preceding each week of formal lab instruction for the course that they teach
- Attendance in a teaching workshop the week before Fall semester
- Attendance in the lecture course

Graduate Teaching Assistants must be prepared for their laboratory sessions and maintain professional and mentoring relationships with their students. Part of the preparation will be during the week before Fall semester in a teaching workshop. Graduate Teaching Assistants must not advocate, condone, nor tolerate discrimination against any individual on the basis of race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, or disability. It is strongly recommended that Graduate Teaching Assistants do not interact using social media with the undergraduate students in the classes they teach, as it is easy for others to misconstrue communications between

GTAs and their students. Graduate Teaching Assistants are not allowed to accept payments or gifts for tutoring students in the sections that they teach.

Graduate Teaching Assistants will not be expected to work more than 20 hours per week ($\frac{1}{2}$ TAs not more than 10 hours a week) on average during the semester in performance of the duties as a teaching assistant.

Preference when assigning graduate student office space will be given to students holding teaching assistantship positions.

Holding Jobs Outside of the Department

The Department of Chemistry and Biochemistry regards its teaching and research assistantship stipends as an aid to the graduate student's education as well as payment for specific services rendered. We feel that in order for you to make satisfactory progress toward your degree, you need to devote all of your time to your coursework, research, and other degree requirements. Therefore, teaching and research assistants are not allowed to hold outside jobs or to receive other remuneration for services rendered without expressed permission from the Departmental Chair. This includes the operation of independent enterprises such as online businesses.

An exception to this policy exists for the paid tutoring of Kennesaw State University students. We feel that tutoring aids graduate students in learning chemical subject matter more thoroughly. Therefore, tutoring is encouraged, but the time spent on it should be limited to a maximum of five hours per week. Details such as hours and fees are left to the individuals to negotiate. Tutoring of students in a course to which you are assigned as a TA is not allowed, nor may you charge for tutoring during office hours held as part of your teaching assignment.

MSCB Student Holiday, Vacation, and Sick Leave Policies

These policies apply to graduate students in the MSCB who receive stipends that support their effort toward earning a degree during the period when they receive support. They represent the minimum to which graduate students are entitled. If a graduate student receives a stipend, they will receive support for holidays, vacations, and sick leave as set forth below. For all anticipated leaves longer than two weeks, departmental approvals must be obtained. These policies do not supersede other university policies concerning attendance or residence at the university (e.g. participating in classroom activities as a student or teaching assistant).

Holidays

Graduate students are entitled to observe all university closings for holidays and other recognized events.

Vacations

Graduate students are allowed two weeks of vacation per calendar year (10 traditional work days) if they receive full stipend support. The dates of vacations must be approved in advance by the student's research mentor to ensure that time-sensitive work is not disrupted. It is expected that vacations will also be scheduled around any teaching responsibilities. Vacation days cannot be accrued from one year to the next.

The times between academic terms and the summer are considered part of the active training period and are not to be regarded as vacation time without prior approval.

Sick Leave

Graduate students are entitled to two weeks (10 traditional work days) of sick leave per year, with no year-to-year accrual. Under exceptional circumstances, additional sick leave days may be granted following receipt of a written request from a physician, and prior written approval by the Program.

Unused Leave

A student is not entitled to receive any form of compensation for any unused holidays, vacation days, sick leave, and/or other accrued time off.

Disclaimers

These policies do not supersede any HR policy. In addition, these policies do not create a contractual relationship with any student and the policies may be amended at any time by the MSCB Committee. The University policies regarding continuous enrollment and leave of absence still apply.

Faculty and Staff Involved in the Supervision of Graduate Teaching Assistants

Instructor of Record for Sections with Graduate Teaching Assistants

The Instructor of Record is a faculty member who is responsible for effectively communicating with the Teaching Assistant assigned to that course section for the purpose of receiving attendance records and grades on laboratory assignments, quizzes and tests. Responsibilities include:

- Advising Graduate Teaching Assistants on planning and grading of laboratory assignments and exams
- Answering questions concerning course-related content (the Laboratory Section Coordinator may request that the Teaching Assistant attend the lectures associated with the course for the purpose of familiarizing the TA with the course content)
- Discussing problems associated with conduct of students in the laboratory that jeopardizes safety or interferes with student learning

Department Laboratory Coordinators

The Department Laboratory Coordinator is a staff member who is responsible for supervising undergraduate Student Assistants. The Department Laboratory Coordinator is not responsible for familiarizing Graduate Teaching Assistants with the laboratory curriculum, which is the task of the Instructor of Record. If supplies are needed or there are problems with equipment during a laboratory session, the Department Laboratory Coordinator will assist Graduate Teaching Assistants.

Lab Safety Officer

The Lab Safety Officer is the head lab coordinator, purchaser and general lab manager. The Lab Safety Officer, along with the Lab Coordinators, can provide assistance on matters involving safety, purchasing, equipment, materials and supplies, as well as most other laboratory issues. The Lab Safety Officer maintains the safety of the labs and lab users and provides safety training for students, faculty and staff.

As discussed earlier in the Handbook, it is imperative that MSCB students are well versed in safety concerns as outlined in the College of Science and Mathematics Safety Manual. This will link to that manual as soon as it is completed. The Department of Environmental Health & Safety at Kennesaw State University has developed generic standard operating procedures relevant to safety and health considerations when working with hazardous chemicals in a laboratory setting

(<http://www.kennesaw.edu/research/compliance/index.html#section-7>).

Graduate Student Association

The Graduate Student Association allows graduate students to build an integrated support system to assist them in their academic pursuits as they balance the requirements of work, school, life, and family. GSA does this by providing social and networking opportunities for students and faculty from all Kennesaw State Graduate Programs to come together and disseminate skills and resources necessary to effectively compete in the market place, via socials, guest lectures, student conferences, and other networking events. Additional information is available at <https://owllife.kennesaw.edu/organization/GSA>.

APPENDIX: ADMISSION TO THE MSCB PROGRAM

Requirements for Consideration for Admission

- Successful candidates will have completed requirements for the bachelor degree in a college accredited by a recognized regional accrediting association within the U.S., or in an equivalent institution outside the U.S. (accredited by a recognized accrediting agency) that has been authorized to operate by their respective governments either as agencies of the government or as private (nongovernmental) organizations.
- Adequately prepared applicants must demonstrate core competency as reflected by the record of undergraduate coursework in biology, chemistry, physics and mathematics, with a degree focus in one of these areas. The core includes 8 semester hours of physics with labs, 16 hours of general and organic chemistry with labs, 8-9 hours of math including calculus, and 8-20 hours of upper level chemistry and/or biochemistry and/or biology. It is important that the record reflects adequate preparation at the undergraduate level in order to succeed in the MSCB. An applicant who is deemed deficient in one or two courses by the Admissions Committee may be admitted into the program under the condition that the missing undergraduate courses be taken in addition to the graduate

program requirements; these will not count toward the degree and are not eligible for the tuition waver.

- Successful candidates will typically have scores on the Quantitative Reasoning and Verbal Reasoning sections on the Graduate Record Examination (GRE) above the 50% rank.
- Successful candidates will have a grade point average of at least 3.0 (on a 4.0 scale).

Timeline for Graduate Students

Dates listed below are for a 2½ cycle from application to graduation.

Date	Graduate Student
April 1 prior to 1 st year of study	Deadline for application
May 1 prior to 1 st year of study	Deadline for 1 st round applicants to accept electronically
May 1 to June 1 prior to 1 st year of study	Deadline for 2 nd round applicants to accept
Week before Fall semester of 1 st year of study	Orientation and Teaching Assistant training Complete Program of Study Form*
November 15 of 1 st year of study	Commitment Day – Student picks a Supervising Professor
January 15 of 1 st year of study	Thesis Committee formed and approved by the Graduate Coordinator Submit Request for Approval of Thesis/Dissertation Committee Form*
May 1 of the 1 st year of study	Approval of thesis research proposal by student’s Thesis Committee Submit Thesis/Dissertation Proposal Approval Form* Submit electronic version of proposal to the MSCB Program Coordinator and Department Chair
August 1 to November 1 of the 2 nd year of study	Graduate students should see their Graduate Coordinator for the petition to graduate. After the petition to graduate is received by the Office of the Registrar, a graduation fee is assessed and a degree audit is completed in 4-6 weeks, which will be mailed accordingly
At least 2 weeks prior the graduation date for the semester in which the student plans to graduate (typically Spring semester of 2 nd year of study)	Last day for thesis presentation and defense
At least 1 weeks prior the graduation date for the semester in which the student plans to graduate (typically Spring semester of 2 nd year of study)	Last day for thesis approval and submission to the library Submit Thesis/Dissertation Defense Outcome Form* Submit copies of thesis for binding

* Forms are located on the Office of Graduate Admissions website (<http://www.kennesaw.edu/graduate/admissions/docforms.php>)