Welcome to the Graduate School’s New Student Orientation

August 8th & 9th, 2017
Dr. Dana L. Dunn

Provost and Executive Vice Chancellor
Dr. Kelly J. Burke
Vice Provost and Dean of the Graduate School
Dr. Greg Bell
Associate Dean of the Graduate School
Greg Bell

- PhD in Mathematics from the University of Florida
- Research in Dimension Theory
- At UNCG since 2005
- DGS in Math/Stats 2011-2017
- Associate Dean of Graduate School since August 2017

As DGS in Math/Stats...
- Supervised MA and PhD students (now faculty)
- Led teaching seminars in mathematics
- Met with industry reps to determine their needs
- Established graduate student awards in Mathematics
Greg Bell

Preparing Future Leaders
- Two tracks – faculty and professional
- **Faculty**
  - Provide in-depth information about teaching, research, and service as faculty.
- **Professionals**
  - Provide tools for effective communication with industries, resumes, leadership, etc.

- Student Focused
- Promote professional development
- Foster a sense of community for graduate students
- Meet with you – I’m always up for coffee!
Mr. Brian Cone
President of the Graduate Student Association
Ms. Lynda Kellam
University Libraries
Top 10 Ways the Library Can Help!

[Image: Exterior of a library building with the word "LIBRARY" prominently displayed.]

[Logo: THE UNIVERSITY of NORTH CAROLINA @GREENSBORO and UNCG 125 Years of Opportunity & Excellence]
Your starting point

http://library.uncg.edu
Welcome!

Welcome to the Libraries' citation style guides. These guides contain examples of the items you cite most often: books, articles and websites. If you're looking for something that doesn't fit into these categories, you can borrow one of the style guides at the Reference or Circulation desks in Jackson Library. Or, you can always ask a librarian for help using the Ask Us box on the left side of the page.

To see our examples, choose the tab for the style you need at the top of the page.

What is EndNote?

EndNote allows you to import citations from library databases or from Google Scholar. You can then use EndNote with MS Word to automatically create in-text citations and bibliographies in hundreds of different citation styles. There is currently an iPad version of EndNote - UNCG librarians have not yet used this version.

**UNCG provides current students and employees with several versions of EndNote:**

1. **EndNote X6** is an application installed on library computers and is available on the campus network through Run Advertised Programs.

2. **EndNote X7** is available through Run Advertised Programs and in ITS computer labs. **NOTE:** Currently the computers in ITS labs have an EndNote tab in Word allow you to use Cite While You Write and those in the library Citi tab do NOT have an EndNote tab inside MS Word.

Features:

- You can import references from most library databases, from the library catalog, and from Google Scholar
- Your references are stored in an "Endnote Library" file (.enl) that resides on your computer
- You can attach PDF files to references in your EndNote library
- You can organize your references into folders within your EndNote library
- You can customize your EndNote library to display the full names of journals in references imported from Pubmed
- You can use the EndNote tab in MS Word to insert citations from your library, to auto-generate a bibliography, and to switch between citation styles - NOT CURRENTLY ON THE LIBRARY COMPUTERS but should be available in campus labs
- There is a limit to the number of people allowed to use this application, so you may occasionally be shut out temporarily

2. **EndNote Online** lets you upload, organize, share, and format citations. You have to create
Citation Help!  http://uncg.libguides.com/zotero
Research Guides

Guides by Subject

- Accounting & Finance
- African-American Studies
- Anthropology
- Archaeology
- Art
- Beyond Academics
- Biology
- Chemistry and Biochemistry
- Classical Studies
- Communication Sciences and Disorders
- Communication Studies
- Community and Therapeutic Recreation
- Computer Science
- Consumer, Apparel, & Retail Studies
- Counseling & Educational Dev.
- Dance
- Data
- Economics
- Educational Leadership and Cultural Foundations
- Educational Research and Methodology
- English
- Entrepreneurship
- Environmental Studies

Find your librarian!
Am I your librarian?!
Click **Databases** for articles, datasets, streaming music, industry info, and more!

Search our catalog for books!
Game of thrones. The complete first season

Author: David Benioff; D.B. Weiss; George R.R. Martin; Vince Gerardis; Ralph Vicinanza; All authors


Edition/Format: DVD video : NTSC color broadcast system : English

Database: WorldCat

Summary: Set in a world where summers span decades and winters can last a lifetime. From the scheming south and the savage eastern lands, to the frozen north and ancient Wall that protects the realm from the mysterious darkness beyond, the powerful families of the Seven Kingdoms are locked in a battle for the Iron Throne. This is a story of duplicity and treachery, nobility and honor, conquest, and triumph. In the Game of Read more...
Group Study Rooms, Quiet Study Rooms, technology and more!

Available in Jackson Library

- Reserve a Room
- 197 of 218 desktops for use
- 63 of 71 laptops available
- 21 of 25 iPads available

Other available technology »
Digital Media Commons
Jackson Library is open 24/5

24 hours from Sunday at 12:00 pm through Friday at 7:00 pm
Food and drink are allowed
(just be sure to clean up!)
Ask Us!

By Mobile Device

Phone
336-334-5419 or 888-245-0180 (ask for Reference)

Text-a-Librarian
Send a message to 265010. Start the message with our AIM screen name iminerva. Ex: iminerva what r yr hrs?

Who is iMinerva?
iMinerva includes the ROI Department and the Reference Interns (LIS graduate students)

Summer Ask Us! hours
- Monday-Thursday 8 am - 9 pm
- Friday 8 am - 5 pm
- Saturday Closed (rolls over to NCKnows)
- Sunday 12 pm - 9 pm

When iMinerva is not available try NCKnows
Staffed by librarians from around North Carolina:

Any questions?
Email Lynda,
lmkellam@uncg.edu
Dr. Janice Tulloss
Information Technology Services
Computing Resources at UNCG
Information Technology Services (ITS)

Janice K. Tulloss
Janice_Tulloss@uncg.edu
Information Technology services (ITS)
UNCG Computing Accounts
its.uncg.edu/Accounts/

Activate and get account information at its.uncg.edu/Accounts

• New Account Requests
• Changing and Resetting Passwords
• Account Descriptions
• Account Maintenance
• Account Expiration
Passwords and Passphrases

Passwords expire annually and must have:

• a minimum of 16 characters
• a mix of upper and lower case alphabet characters (a-z, A-Z)
• Think in terms of “passphrases” rather than passwords – combine unrelated words for greater security

See Changing and Resetting Passwords
Go to reset.uncg.edu to reset your password
Computing Resources
Off campus and On

• Software
• File Storage
• Help and Training
Software
its.unccg.edu/software

Off-campus access
• Remote access to some software via MyCloud
• Office 365
• Google Apps for Education
• Discounted purchase offerings through UNCG Online Software Store (run by Kivuto)

On-campus access
• On-campus computer labs
• Network delivered (accessible from on-campus office computers)
Software
MyCloud.uncg.edu

Many applications are available from off-campus through MyCloud.

- AMOS
- ArcGIS
- Atlas.ti
- ChemSketch
- EndNote
- HLM
- JMP
- Lisrel
- Logger Pro
- Magma
- Mathematica
- MatLab
- Minitab
- Mplus
- R
- RasMol
- SAS
- SPSS
- Stata
- And more...

For more info see: its.uncg.edu/virtual_services/mycloud
Microsoft Office 365
its.uncg.edu/Office365/

FREE to all UNCG students!

• Online web versions of the Office suite
• Full desktop versions on up to 5 devices
• “OneDrive”, 1TB of web-based storage
  • Store and share Office 365 files with people inside and outside UNCG
• To download and install, visit its.uncg.edu/Office365/
Software Purchase Discounts
its.uncc.edu/softwarestore

ITS has partnered with Kivuto Inc., to provide 24/7 online access to discounted software.

• IBM SPSS Premium
• IBM SPSS AMOS
• Mathematica
• Read & Write
Where you store files may depend on the “sensitivity” of the data.

<table>
<thead>
<tr>
<th>Location</th>
<th>Capacity</th>
<th>Security</th>
</tr>
</thead>
<tbody>
<tr>
<td>Network – your S:\ drive</td>
<td>5 GB</td>
<td>2-lock</td>
</tr>
<tr>
<td>Box</td>
<td>Unlimited</td>
<td>3-lock; 2-lock with Box Sync</td>
</tr>
<tr>
<td>Google Drive</td>
<td>Unlimited</td>
<td>1-lock</td>
</tr>
<tr>
<td>Office 365 One Drive</td>
<td>1 TB</td>
<td>1-lock</td>
</tr>
</tbody>
</table>

High risk data - e.g., SSNs, tax IDs, HIPAA, credit card info  3-Lock
Moderate risk data- e.g., FERPA, personnel, building schematics  2-Lock
Low/minimal risk data - e.g. budget, salary, directory, job postings  1-Lock
File Storage – Information Security
its.uncg.edu/information_security/

Many types of information and data are “protected” and are covered by various government and university regulations.

Proper handling of protected information is especially important for teaching and research assistants who have access to data such as student grades or other records such as health or performance data, or who acquire such data during the course of their own academic research.

• **FERPA** - Family Educational Rights and Privacy Act
• **HIPAA** - Health Insurance Portability and Accountability Act
• UNCG data policies, including data retention
  • its.uncg.edu/Policy_Manual/Network_Security/
  • its.uncg.edu/Policy_Manual/Electronic_Records/
# On-campus Computing Resources

<table>
<thead>
<tr>
<th>Computer labs</th>
<th>its.uncg.edu/labs</th>
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<tbody>
<tr>
<td>• 13 labs, 465 computers</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Printing (lab and wireless/kiosk)</th>
<th>its.uncg.edu/printing/</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 75 free pages per semester, then .04 per page</td>
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</table>

<table>
<thead>
<tr>
<th>Wireless networks</th>
<th></th>
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<tbody>
<tr>
<td>• UNCG-Wireless</td>
<td>its.uncg.edu/Network_Services/Wireless/</td>
<td></td>
</tr>
<tr>
<td>- Not secure, login with any email account</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Eduroam</td>
<td>its.uncg.edu/Network_Services/Wireless/eduroam/</td>
<td></td>
</tr>
<tr>
<td>- Secure, encrypted, requires authentication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- World-wide access with your UNCG credentials at other participating universities</td>
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<td></td>
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</tbody>
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<tr>
<th>6-TECH Service Center – McNutt Bldg.</th>
<th>its.uncg.edu/TSC/</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Mobile device support</td>
<td></td>
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<tr>
<td>• Support for Student Laptop Program computers</td>
<td></td>
</tr>
<tr>
<td>• Installation support for ITS supported software (e.g., SPSS)</td>
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</tr>
</tbody>
</table>
Ethical Use of Computing Facilities

When you activate your computer account, you agree to abide by UNCG’s “Acceptable Use of Computing and Electronic Resources Policy.”
• http://policy.uncg.edu/university-policies/acceptable_use/

This includes violating the Digital Millenium Copyright Act (DMCA).
• http://its.uncg.edu/DMCA/

Violations may result in the loss of your computing privileges as well as disciplinary action.
Does the university look at what I download?

- The university does not *routinely* monitor what users are reading, viewing, sending, or downloading.

- Unusual network traffic may trigger closer scrutiny of individual activity.

- University response to copyright violations is triggered by action by the copyright owner claiming UNCG computing resources were used in violating their copyright.
DMCA Processes at UNCG
its.uncg.edu/DMCA

• If the university gets a formal, legal notice from the owner of a copyright that a user is accused of violating (a “take down notice”), the University is legally required to remove the user’s computer from the network (this includes wireless access).
  • http://its.uncg.edu/DMCA/Takedown/Students/

• First confirmed violation results in a warning and the denial of access to UNCG’s computer network and a required meeting with ITS staff concerning DMCA and UNCG policy.

• Second confirmed violation will result in the loss of access to computing facilities at UNCG for three years.
The DMCA beyond UNCG
its.uncg.edu/DMCA

• The University cannot protect you from the legal consequences of violating copyrights.

• If you download copyright protected material from the Internet, you may face legal action from the owners of those copyrights. This includes music, movies, software or written material.

• University Counsel web page on copyrighted material
  • http://copyright.uncg.edu/
The DMCA beyond UNCG
its.uncg.edu/DMCA

Violators are subject to:

• Civil liability for litigation costs and attorney fees.

• Liability for either the profits they earned from the infringement plus the actual damages suffered by the copyright owner, or statutory damages of $750 to $30,000 for each work infringed.

• Where the court finds that the infringement was willful, civil statutory damages may be increased to up to $150,000.

• Under certain circumstances, violators can also face criminal penalties up to $2,500, and/or imprisonment for up to 10 years.
The Student Laptop Program (SLP)
its.uncg.edu/laptop

Purchasing
• UNCG has agreements with Lenovo and Apple that provide students with the opportunity to purchase fully-featured wireless laptop computers at discounted prices.

Support
• On-campus hardware support is available for laptop computers purchased through the SLP in the 6-TECH Service Center in the McNutt building.
  • https://its.uncg.edu/TSC/
• Hardware repairs are also provided for laptops that match the models offered through the program. The laptop must also be under manufacturer’s warranty and be owned by either UNCG or a UNCG student, faculty, or staff member.
Training
its.unCG.edu/Training

Online training, virtual consulting, and workshops

Online
• EDUCAUSE Training Resources
• Microsoft Imagine Academy

On campus
• Workshops
• See and sign up at https://workshops.unCG.edu/
Help and Support

6-TECH
• 336-256-8324 (6-TECH)
• 6tech@uncg.edu
• 6-TECH Online
  http://its.uncg.edu/services

ITS Home
  – its.uncg.edu/

ITS Software Home
  – its.uncg.edu/software/

SuperLab Walk-in Help Center
  – Jackson Library, first floor rear

6-TECH Service Center (McNutt Bldg)
  – https://its.uncg.edu/TSC
Questions?
Dr. Brett Carter
Associate Vice Chancellor and Dean of Students
Welcome to UNCG!

Brett Carter, Ph.D.
Associate Vice Chancellor & Dean of Students
Division of Student Affairs
You are an important part of our campus community

Your success is our goal!
We work closely with collaborative partners including the Graduate School to ensure that students have the opportunity and support needed to fully engage in the life of the University and make the most of their time at UNCG.
The Dean of Students Office is staffed with experienced and talented individuals who are ready to assist you.
Student Conduct Core Values

Honesty
Trust
Respect
Fairness
Responsibility
Academic Integrity Quiz

True or False

UNCG has an honor code?
Types of violations

- Whaddyamean all my facts are wrong?!?
- I copied everything straight off the internet!!
Academic Integrity

Not something that is taken lightly

Examples of such repercussions are:
- Attending ethics workshops
- Completing on-line tutorials
- Receiving a “F” on the assignment
- Receiving a “F” in the course
- “0” on the assignment
- Recommendation for suspension or expulsion
IMPORTANT

Academic Integrity violation stays on your conduct record for 8 years

Loss of assistantship
Dean of Students Office

Pieces of Advice for New Students

• The Dean of Students Office is great resource
• Help students make sensible and informed decisions about academic and personal matters
• If in doubt, quote it or cite it
• Don’t hang around people doing bad things even if you aren’t

For every decision you make, there is a consequence. For every decision you must make, there are options. Explore them!
Dr. Kelly J. Burke
Vice Provost and Dean of the Graduate School
We Thank:

- Foothills Brewing
- Tate Street Coffee House