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AE Graduate Student Town Hall



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Daniel Guggenheim School of Aerospace Engineering

<https://www.ae.gatech.edu/aerospace-engineering-school-and-georgia-tech-confront-covid-19>

<https://www.ae.gatech.edu/safety-first-fall-2020-gt-ae>

July 30th, 2020

11:00 AM

- Ms. Kamaria Richards (AE Academic Program Manager - Interim)
- Dr. Mitchell Walker (AE Associate Chair for Graduate Studies)

Academic Office Operations

(working remotely)

❖ Ms. Kamaria Richards

Academic Program Manager

Responsibilities: Email for advising appointments over the phone, Handles proposals, defenses, waivers, Handles DL, graduation audits, graduate advising, and all other academic processes

Kamaria.richards@gatech.edu

❖ Mrs. Tasha Koon

Admissions Officer

Responsibilities: Handles prospective student inquiries and admissions, OIE, I-20 forms

tasha.koon@ae.gatech.edu

General Inquiries: ae-graduate-info@aerospace.gatech.edu

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Fall 2020 Course Modes

Faculty training & GTA training, Faculty have new hardware & instructions

❖ Residential courses:

- Courses that are residential will be held on a traditional in-person schedule and format. Until class locations are determined, they will be coded in OSCAR as hybrid, but you can find a current list of classes expected to be fully residential [here](#). As we continue to determine classroom assignments, some sections planned as residential may have to be changed to hybrid mode due to space constraints.

❖ Hybrid courses (HYBR):

- In contrast to remote courses, all hybrid sections will maintain an in-person experience and can expect to meet in classrooms on campus regularly. The amount of in-person interaction will be determined by instructor teaching preferences and classroom availability for physical distancing.

❖ Remote courses:

- Those sections assigned to remote will be coded in OSCAR as asynchronous (ASYN) or synchronous (SYNC) based on the planned delivery. Asynchronous courses will deliver material unbounded by specific meeting times, while synchronous courses will meet virtually on a set schedule. You can find a list of all courses coded for remote delivery [here](#).
- **If you are a DL student, you can only register for Q sections.**

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Fall 2020 Instructional Modes

- **All AE courses (except AE 8803-RAU) are in Hybrid Mode**
 - How this works: Content presented in-person to socially-distanced subset of students in class and content also provided online. Online exams and assignments.
 - The Institute is seeking to get as many students in-person experiences as safely possible.
 - Flexibility is shown by AE and it's instructors for students not physically present due to significant COVID-19 concerns. This can include online participation throughout hybrid courses for such students. This includes lecture and lab courses.
 - *You may contact your instructor to discuss*
 - Course Type Expectations provides course-specific synopsis of expectations for individual hybrid courses
 - Includes intentions for an attendance policy, anticipated in-person interactions, and how you plan to administer your final assessment.
 - Being made visible to students (now through start of classes) on OSCAR as they are posted by faculty
 - Will also be provided on course syllabus
 - ***You may contact your course instructor to ask about any of these items***

Safety in the Classroom

Classroom and Space Logistics

- All members of the campus community will be provided two reusable cloth face coverings.
- Plastic face shields will be available to faculty members to use while lecturing in classrooms. These will be responsibility of individual faculty members to disinfect.
- Personal hand sanitizer bottles that can be refilled will be provided along with disinfectant for workspaces.
- For Academic Labs, EHS is conducting risk assessments.
- Expectation is students will take a pledge — "Jackets Protect Jackets."
- Students not following safety practices should be reported to Student Conduct.

We will strongly discourage students from congregating outside classrooms.

Fall 2020 Academic Calendar

- ❖ Fall 2020 Registration: August 1 -21, 2020
 - AE can nor give permits for other department courses. Reach out to the department in question to get a permit.
- ❖ Labor Day (no classes): September 7, 2020
- ❖ No Fall Break
- ❖ First day of classes: August 17, 2020
 - AE classes are exclusively online for first day (e.g., a T Th class will meet online on the first Tuesday)
- ❖ AE Ph.D. Qualifying Exams – September 8-18, 2020
 - *Baseline: Student and one examiner in room, Two examiners on BlueJeans*
- ❖ Drop Day: October 24, 2020
- ❖ Final Instructional Class Days: November 23-24, 2020
- ❖ Final Exams (remote): December 1-8, 2020
- ❖ Commencement: December 9-10 or 11-12

Fall 2020 Advising

- ❖ Ms. Richards will continue to host weekly advising sessions Tuesday - Thursday from 12-3 p.m. in 30-minute increments.
- ❖ To Schedule an appointment with her for any advising needs, please send her an email (Kamaria.richards@gatech.edu) with:
 - Your Name
 - GTID
 - Day and Time Preference
 - Brief Description of what you would like the meeting to address
 - Any accompanying paperwork
- ❖ **All students graduating in Fall 2020, MUST schedule an advising appointment with Ms. Richards by AUGUST 19th.**

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AE 8900

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- ❖ **AE 8900 permit forms:**
 - Form on website under *Helpful Forms*
 - Form due **August 20 by 5 p.m.**
- ❖ **AE 8900 Coversheet:**
 - Form on website under *Helpful Forms*
 - Form and grades due **December 17 by 5 p.m.**

Fall 2020 Graduation

- ❖ Submit your OAG (online application for graduation) via BuzzPort by August 21st

- ❖ **REQUIRED** to meet with Ms. Richards by **AUGUST 19th** to ensure that you are on track for graduation
 - Email(Kamaria.richards@gatech.edu) her to schedule an over the phone or BlueJeans advising appointment.
 - Please have the graduation packet completed at this time.
 - Must complete AE graduation paperwork by August 21st:
 - Program of Study
 - Degree Candidate Form
 - Picture

If you no longer wish to graduate in Fall 2020, please contact Ms. Richards to deactivate your active OAG.

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Proposal, Thesis, and Defense (Graduate Studies)

❖ Thesis Deadlines for Fall 2020 Graduates:

- MS: **December 4th, Noon**
- Ph.D: **November 6th, Noon**

❖ If you are planning to propose or defend this semester:

- Link to more information: <https://bluejeans.gatech.edu/>
- Your proposal and defense must be open to the public, so it must be advertised.
- Contact Ms. Richards to send out announcements. (Kamaria.Richards@gatech.edu)
- Forms must be completed via DocuSign. For more information visit: <https://grad.gatech.edu/pilot-thesis-dissertation-forms>
- For additional assistance, please contact the Office of Graduate Studies at thesis@grad.gatech.edu

- ❖ All thesis and dissertation format checks will be conducted via email only. Students should send a PDF to thesis@grad.gatech.edu for format checks. They will get back to students within 48 hours.

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Fall 2020 AE Events

- ❖ Virtual Career Fair
- ❖ Virtual AE Brown Bag Lecture Series
- ❖ *NEW* “Mentors-in-Residence Program”
- ❖ Virtual AE Graduation
- ❖ AE Communications will provide “templates” to support virtual conference presentations

Current International Students

- ❖ Out of the Country:
 - F-1 students unable to return to the U.S. within 30 days of the start of the term need to submit an iStart *Intent to Depart* e-form to notify OIE of their Fall plans to remain outside the U.S. OIE will then provide more guidance.
 - Before students may conduct research while outside the U.S., Georgia Tech must comply with U.S. export controls and OFAC sanctions.
 - F-1 student visa holders must study inside the U.S. for two semesters before they are eligible for Curricular Practical Training (CPT), so new students who start their degree programs outside of the U.S. for fall semester will not be eligible for CPT during Summer 2021.
 - 14-day self-quarantine when you return to the GT campus
 - **We are unable to pay GRA/GTA stipends to students outside of the U.S. for more than 90 days.**

Return to Research Guidance

GRA/GTA

❖ **YOU WILL GRADUATE!**

❖ We will maintain a reduced density on campus. Work with your advisor on when to access your laboratory and to define “*work from home*” metrics.

❖ You will maintain reduced density in your laboratory and your office space. Your advisor in collaboration with Prof. Feigh (Associate Chair for Research) will set the parameters. Nominally, 150 ft² per student with 6 ft of separation

❖ Your advisor may ask you to sign a waiver acknowledging the risk of working in tight spaces, *e.g.*, satellite construction.

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Questions?

The School of Aerospace Engineering is here to assist you. We understand the uncertainty and related stress that changes to academic and research programs have created. We will continue to support your educational goals.

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