FALL 2013 ORIENTATION for Domestic Students – TOXICOLOGY CHECKLIST

send final copy of your transcript with degree awarded to

Office of Admissions
100 Enrollment Services
Iowa State University
Ames, IA 50011-2011 USA

PRIOR TO ARRIVAL

Obtain an ISU Net ID. Your Net-ID is the first part of your Iowa State email address. For example if your email address is "janesmith@iastate.edu" then "janesmith" is your Net-ID. You will need your Net-ID and password to access services such as your Iowa State email (CyMail or ISU Exchange), PaperCut, Blackboard, public computer labs, and site-licensed software.

- [Instructions for Registering for a Net-ID](#)
- When you have your Net-ID, please let Linda know (lmwild@iastate.edu)

Sign up for Lab Safety Orientation

- If you have just obtained your ISU Net ID, wait until the next day to make sure you are in the system
- To Sign into Environmental Health and Safety at Iowa State for the Lab Safety Orientation course Go to: [http://www.ehs.iastate.edu](http://www.ehs.iastate.edu)
- Over on the right hand side is a yellow button labeled "Lab Safety". Click on that.
- Over on the left hand side in the menu towards the bottom is a link labeled "Training". Click on that.
- Over on the right hand side in the middle is a red bar button indicating "ISU Login". Log In using your ISU Network ID
  - As I understand it, you may not yet be in the system after you log in so the computer may ask you a series of questions. These questions will be your name, net ID #, email address (ISU), phone #, and job title (Graduate Assistant). It will ask you for your supervisor's address-this Is your major professor if you have one or if you are participating in rotations you can leave it blank, or put my name Linda Wild. It will ask for your department. If you have a department you can type it in. If you are participating In rotations you can indicate Interdepartmental Genetics or you can leave it blank.
  - After submitting this information you may have to wait a couple of days to be approved.
- After you are approved, begin with the above steps.
- After logging in, you should have access to My Menu" Go to "Schedule" in the "my menu".
- Go to August in the calendar.
You will see on the 20, 21, and 22 Laboratory Safety Orientation. Choose the date you wish to attend.
If you decide to make a change later, go to "My Enrollments" in the "My Menu" and Cancel the training.

Take Core Lab Safety Classes. You may take these on-line classes prior to arrival if you wish. They must be completed before you can work in the laboratories at Iowa State. These core courses are: Lab Safety—Fundamental Concepts, Waste and Recycling for Laboratory Personnel, and Fire Safety and Extinguisher Training.

- Go to http://www.ehs.iastate.edu/
- Go to center-right of page to Training. Click on Training.
- Go to center-right of page to red bolded ISU Login. Click on red bolded ISU Login.
- Login using Net ID and password.
- Go to menu on the left to Course Catalog. Click on Course Catalog. Go down to Course Catalog: ON- Online. Go down to the training class you wish to take:
  - Lab Safety—Fundamental Concepts
  - Waste and Recycling for Laboratory Personnel
  - Fire Safety and Extinguisher Training.
- To take this training click on Launch to take a specific course. When I hit launch for a course it asks if I will allow pop-ups on my browser. If you have difficulties here and can use a different browser try that.

UPON ARRIVAL AT IOWA STATE UNIVERSITY

Obtain a ISU ID card and University Email account.
- ID cards are also available in 530 Beardshear.
- Email accounts can be obtained from 197 Durham.

Fill out an I-9 form and other documentation using the Signup Packet prior to going to 3810 Beardshear Hall to verify your eligibility for payroll. Note the acceptable documents list on page 2 that you need to bring with you (example: social security card AND driver's license; OR passport) to verify employment. The beginning payroll date is based on when you complete this paperwork and the date on your letter of intent. Example: if your letter of intent begins August 21 but the I-9 paperwork is processed on August 23, August 23 is the earliest we will be able to begin your payroll. Payroll forms are available on line: http://www.hrs.iastate.edu/hrs/system/files/records/general/471/sign-up_packet_2013-05-29_0936.pdf/. Students who were previously employed at Iowa State University may need to complete this paperwork again—it is best to check with payroll to make sure everything is in order.

Note: Payday is the last working day (Monday through Friday) of the month; you are paid once per month.

Student Health Insurance. Information on health insurance, dental, and pharmacy plans can be found here. Students on assistantship receive paid single health insurance and ISU Thielen Health Center pharmacy benefits. To sign up for your health insurance, go to ACCESS PLUS and sign in. Click on the STUDENT TAB and look at the menu on
the left. Click on health insurance. Up at the top of the menu you will see in red "enroll". Go ahead and enroll even if the computer system says you are not a graduate student on an assistantship. The computer system may initially charge you for health insurance; however, that charge will be removed when human resources approves your payroll. Students may also consider signing up spouses and dependents for an additional cost. Students may also wish to sign up for dental insurance at an additional cost.

Check in with Linda Wild in 2102 Molecular Biology Building (294-7697 or email her lmwild@iastate.edu) to let her know you are on campus. Provide Ames contact information (Ames address and phone number). Linda will provide you with a Toxicology handbook.

Advise Linda Wild (lmwild@iastate.edu) of your ISU email address when you have obtained it.

Register on-line for classes through ACCESS PLUS. You will need your University ID Card. Go to the ISU homepage: http://www.iastate.edu and click on ACCESS PLUS. Once you are in to your information, go to the Student Tab and then to Course Registration.

- Typically students take 12 credits each during the fall and spring semesters. A typical first year course load might look something like this.

**FALL:**
- TOX 501 (fall)
- STAT 401 (fall, spring, summer) or BBMB 404 (fall, spring, summer)
- GRST 565 (fall, spring)
- TOX 697 (research rotations) or 699 (research; contact Linda for reference #)
- TOX 689X seminar (this is taken every fall and spring)

**SPRING:**
- TOX 502 (spring)
- STAT 401, STAT 402, BBMB 404 (on-line) or BBMB 405
- TOX 697 research rotations or
- TOX 699 research (contact Linda for reference number)
- TOX 689X seminar (this is taken every fall and spring)
- GRST 565 or Vet Path 554 if you weren’t able to register for GRST 565 during the fall semester

**SUMMER:**
- BBMB 404 (Fall, Spring, Summer) on-line or STAT 401 (Fall Spring, Summer) or TOX 699 for two credits

- All Ph.D. students take a core curriculum consisting of TOX 501 (offered fall) and TOX 502 (alternative springs, offered Spring 2014), 2 credits of TOX 504 (Toxicology Seminar), 7 additional credits in toxicology, 8 credits in biochemistry from BBMB 404 (all semesters), BBMB 405 (spring), and 2 additional credits from 500 or 600 level BBMB courses), 3 graduate credits in physiology, histology, or pathology; Stat 401 (Fall, Spring, Summer) and STAT 402 (Spring); and an approved scientific ethics course such as GR ST 565 (Fall, Spring) or Vet Path 554 (Spring). Toxicology majors are required to sign up for and attend the seminar course, TOX 689X, every fall and spring semester during their training.

- M.S. students take a core of Toxicology 501 (Fall) and TOX 502 (next offered Spring 2014), 1 credit of Toxicology 504, 3 additional credits in toxicology, BBMB 404 (all semesters on-line) and 405 (spring), Stat 401 (fall, spring, summer), and an approved scientific ethics course such as GR ST 565 (fall, spring) or Vet Path 554 (spring). Toxicology majors are
required to sign up for and attend the seminar course, TOX 689X every fall and spring semester during their training. A total of 72 credits is required to complete a Ph.D. and 30 credits are required to complete an M.S. degree. Additional coursework is selected to meet departmental requirements and to satisfy individual student research interests.

- **BBMB 404 Test-out.** Toxicology graduate students who believe they have had sufficient undergraduate or master’s degree training in biochemistry may take the test-out for BBMB 404 (this is an end of course comprehensive examination) which is administered through the ISU testing center (contact Linda, lmwild@iastate.edu, regarding possible dates for testing). From the toxicology program’s perspective, to be considered successful at completing this requirement, the student must receive 80% correct or better on the examination. The student’s POS committee can determine if the student will need additional training in this area. Syllabus for BBMB 404 can be found here: [http://www.genetics.iastate.edu/bbmb404.pdf](http://www.genetics.iastate.edu/bbmb404.pdf)

This is a listing of courses that are available to meet the "additional credits in Toxicology" for your Ph.D.(6) or M.S.(3)degree. [http://www.toxicology.iastate.edu/toxcour.html](http://www.toxicology.iastate.edu/toxcour.html)

- Tox 419 Foodborne Hazards, Alternative Spring, 2014, 3 credits
- Tox 420 Food Microbiology, Fall, 3 credits
- STAT 505 Environmental Statistics, Alternative Spring, 2014, 3 credits
- Tox 506X Diet and Cancer prevention, Alternative Fall, 2014, 1 credit
- Tox 515 Regulatory Toxicology, Alternative Fall, 2012, 1 credit
- Tox 519 Food Toxicology, Alternative Fall, 2012, 3 credits
- VDPAM 521X Risk Benefits Science & Policy Food Safety: RiskLite, 3 credits
- Tox 526 Veterinary Toxicology, Spring, 3 credits
- Tox 529 Foodborne Toxicants, Alternative Fall, 2013, 2 credits
- Tox 546 Clinical and Diagnostic Toxicology, Fall, Spring, Summer, DVMs only, 1-3 credits
- Tox 550 Pesticides in the environment, Spring, 2 credits
- Tox 554 General Pharmacology, Spring, 3 credits
- Tox 565 Methods of Biostatistics, Alternative Fall, 2013, 3 credits
- Tox 570 Risk Assement Food, Agriculture, Veterinary, Alternative Fall 2013, 3 credits
- Tox 575 Cell Biology, Fall, 3 credits
- Ent 590I Toxicology, Alternative Fall, 2012, 1 credit
- Tox 626 Advanced Food Microbiology, Alternative Spring, 2013, 3 credits
- Tox 627 Rapids Methods in Food Microbiology, Alternative Spring, 2014, 3 credits
- Tox 656 Cellular and Molecular Pathology II, Alternative Spring 2014, 3 credits
- Tox 675 Insecticide Toxicology, Alternative Fall, 2013, 3 credits.

- Schedule of Classes [http://classes.iastate.edu/](http://classes.iastate.edu/)
TOXICOLOGY PROGRAM WELCOME AND ORIENTATION

Thursday, August 22


4:10 p.m.  1102 Molecular Biology.  Pizza with present Toxicology graduate students and faculty in an informal, maybe some science, meeting with food, but mostly getting to know each other. About 1 and ½ hours.

Friday, August 23

Participate in activities involving Faculty presentations in the Molecular Biology Building. [http://www.genetics.iastate.edu/orient2013.html](http://www.genetics.iastate.edu/orient2013.html) with other new interdepartmental students.  Talks begin at 9:00 a.m. and continue through to 4:30 p.m.  A light breakfast will be available to students from 8:30 a.m. to 9:00 a.m. in 1102 Molecular Biology.  Attend at least 6 faculty presentations including all of the faculty listed as tox and any others whose research interests you.  Visit at least 3 poster presentations over the lunch hour.  Linda will provide you with a sheet to make notes on regarding the presentations and posters and you may turn this in after your last faculty talk.

AFTER THE SEMESTER STARTS

Monday, August 26: CLASSES START. You can print out a class schedule showing class times and locations by going to ACCESS PLUS and opening the STUDENT TAB and clicking on CLASS SCHEDULE. Access Plus: [https://accessplus.iastate.edu/frontdoor/login.jsp](https://accessplus.iastate.edu/frontdoor/login.jsp)

Discrimination and Harassment Prevention--Graduate Students

The purpose of this training is to help graduate students/assistants understand what discrimination and harassment is and how it relates to the Iowa State University's Discrimination and Harassment policy. The participants will learn what discrimination and harassment is, how to prevent it, and what the reporting procedures are. To Enroll go to ACCESS PLUS, Student Tab, Web Based Training, and register for this course. This training should be completed by the end of the September.