DRAFT—June 14, 2013
FALL 2013 ORIENTATION for International Students
Toxicology Graduate Program—Checklist

_________ send final copy of your transcript, if you have not previously done so, with degree awarded to Office of Admissions
100 Enrollment Services
Iowa State University
Ames, IA 50011-2011 USA

_________ please note that the last item on this list, International Teaching Assistant Examination, is a requirement of all international students supported by funds provided by Toxicology.

UPON ARRIVAL AT IOWA STATE UNIVERSITY

Info for prior to arrival:
http://www.isso.iastate.edu/joomla/index.php?option=com_content&view=article&id=73&Itemid=202
Information on new international student orientation, immunizations, airport and transportation information and housing are available.

Reporting Date: Monday, August 19, 2013

UPON ARRIVAL AT IOWA STATE UNIVERSITY

_________ Check in with International Students Office upon arrival: 3248 Memorial Union
Maps of campus can be found here: http://www.fpm.iastate.edu/maps/
Download or pick up Graduate Student Orientation Schedule (not available as of June 14, 2013) at http://www.isso.iastate.edu/joomla/index.php?option=com_content&view=article&id=58&Itemid=189
The orientation will last from Monday, August 19, 2013 through Friday, August 23, 2013. The full Graduate Student schedule is under the Orientation Schedules link. Tentative schedule is found here:

_________ Fill out an I-9 form while at the International Students Office which is used to verify your eligibility for payroll. 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 here: http://www.genetics.iastate.edu/Payroll%20Signup%20Packet.pdf

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

_________ The International Student Office will advise you as to when it is best to apply for your social security number. This will be somewhere around two weeks after you arrive in the country. You will need a letter from ISSO. You will apply at the Social Security Administration Office at 600 5th Street in Ames. You will need to take passport/visa, I-20, I-94 card, and documents showing that you will be receiving an assistantship or Fellowship (letter of intent).

_________ Student Health Insurance. Information on health insurance, dental, and pharmacy plans can be found here: http://www.hrs.iastate.edu/hrs/sship 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. Because it takes some time for payroll to catch up, the computer system may initially charge you for health insurance; however, eventually that charge will be removed.

________ ENGLISH PLACEMENT TEST: This test is REQUIRED for all international students whose TOEFL score is less than 105 and can be taken only by admitted students. International students with TOEFL scores of 105 or better or have a US degree should check in with the Graduate College in 1137 Pearson to establish they do not need to take the English Placement Test. The Graduate College will note on your graduate student records that you have met this requirement. (International students who are from countries where the TOEFL examination is not required, do not need to take the English Placement exam.) After taking this examination you may be required to take English coursework your first semester. **Failure to take the examination and/or failure to take the required English coursework, during your first semester, will result in your not be allowed to register in the spring.** You will need to bring two #2 sharpened pencils, a ballpoint pen and your ISU Card or passport. Students bring ISU ID Card or a valid photo ID. They should also have a black or blue ballpoint pen for the test. If you need more information, please contact the English Department, 337 Ross Hall.

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)

Advise Linda Wild of your ISU email address when you have obtained it.

OSHA Lab Standard Training. This training has to be completed prior to beginning work in a lab. You may complete this training on-line. You need your ISU net-ID and password to complete this activity. Students who have previously completed this training as undergraduate are requested to complete this training again to insure their training is up-to-date. Click [http://www.ehs.iastate.edu/my-eh-s/training](http://www.ehs.iastate.edu/my-eh-s/training).

- **Log In at** [http://www.ehs.iastate.edu/login](http://www.ehs.iastate.edu/login)
- If the system will not let you in, please go to [http://www.ehs.iastate.edu/my-eh-s/training](http://www.ehs.iastate.edu/my-eh-s/training) and look for this form below the STOP SIGN: **ISU Employee New Client Form** Print this form and fill it out. Linda can either fax the form for you, or scan and email the form for you. EH&S will notify you when you can log-in.
- After you successfully Log-in, Go to Training (its on the right side in the body of the page, under most popular links)
- Go to Learning Center (in the center of the page)
- Go to Course Catalog in the menu.
- Scroll down to On-Line courses. Find the course you are looking for and note off to the right of the course name is the link "launch". To begin the course, hit Launch.
  - Take Lab Safety: Fundamental Concepts
  - Management of Unwanted Materials for Laboratory Personnel
  - Fire Safety and Extinguisher Training

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:**
- English 101D (3 credits) This course or another English course may be required depending upon the outcome of the English Placement Examination results. Remember, you MUST enroll in courses required by the results of the English Placement Examination during your first semester or you will not be allowed to register for spring. These courses take precedent or other program courses.
  - 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 (taken every fall and spring)

**SPRING:**
- University Courses in support of International Teaching Testing for Level 1 rating These courses take precedent over core toxicology courses.
  - TOX 502 (offered spring 2014; every other spring)
  - STAT 402 (spring)
  - BBMB 405 (spring)
  - TOX 699 research (contact Linda for reference number)
  - TOX 689X seminar (taken every fall and spring)

**SUMMER:**
- Any course over 2 credits during the summer must be approved by your major professor.
  - BBMB 404 (Fall, Spring, Summer)
  - or STAT 401 (Fall Spring, Summer)
  - or TOX 699 for two credits with your major professor

- All **Ph.D. students** take a core curriculum consisting of TOX 501 (offered fall) and TOX 502 (offered alternate springs, next 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.

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
• 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 Assessment 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 Rapid 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/

TOXICOLOGY PROGRAM WELCOME AND ORIENTATION

International students will have University International Student Orientation activities on these two days. Attend the University International Student Orientation activities FIRST and then do your best to attend the Toxicology program activities. Keep Linda (lmwild@iastate.edu) informed if you cannot or might not be able to attend an activity below.

Thursday, August 22

3:15 p.m. 1102 Molecular Biology.
   Welcome. Discuss handbooks. Time for questions. New students & Tox Chair (Richard Martin).
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. Schedule is here:  http://www.genetics.iastate.edu/orient2013.html with other new graduate students from a variety of life science programs. 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 to 2102 Molecular Biology 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.

_____ 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, HRS training, and register for this course. This training should be completed by the end of the September.

_____ International Teaching Assistant Examination

Because your graduate training will likely include a semester or two of teaching, all international students will be required to take the Oral English Certification Test (OECT) at the end of the fall semester. Take with you a copy of your TOEFL examination in November as your scores may be sufficient to be exempted for either the Oral Proficiency Interview (OPI) or TEACH teaching simulation section. Information on who is exempt can be found here: http://www.grad-college.iastate.edu/speakteach/testing_information/whoneeds.php

International students who have received a bachelor's or master's degree from a U.S. institution of higher education OR having been educated in a school where English was the official language ARE NOT EXEMPT.

Students who show The Graduate College OECT officials (1137 Pearson) the following official scores are exempted from the Oral Proficiency Interview interview, but required to take the TEACH test:

- * IBT TOEFL listening and speaking scores of 25-27
- * IELTS listening and speaking modules of 7-8
- * Test of Spoken English (TSE) score of 50-55

Students who show The Graduate College OECT officials (1137 Pearson) the following official scores are exempted from both the Oral Proficiency Interview and TEACH teaching simulation tests:

- * IBT TOEFL listening and speaking scores of 28;
- * IELTS listening and speaking 9;
- * Test of Spoken English (TSE) score of 60

______ If you do not receive a rating of "1" on the Speak Teach examination, you will receive information on the necessary class or classes that you will be expected to take in the spring semester. You will be expected to take this class. If the time it is scheduled conflicts with core courses, you will have to take the core course the next year.

If you have questions at any time regarding the above or other issues, the best person to ask is Linda (lmwild@iastate.edu) 294-7697. If she does not know the answer she will find out who does. Please
check on this list several times during the first month at Iowa State to make sure everything is completed.