Master of Science in Logistics, Trade and Transportation

Graduate Students Orientation

By: Dr. Tulio Sulbaran
Director – Center for Logistics, Trade and Transportation

Monday August, 18th 2014

Agenda - Part I

1. Welcome
   a. Director CCLT - Dr. Tulio Sulbaran
   b. Director SOC – Dr. Keith Sylvester
2. Introduction of CLTT Leadership (Faculty and Staff)
3. Graduate Students Self Introduction (Name, Company, Position, Experience)
4. Center for Logistics, Trade and Transportation – Web Page
5. Master of Science in Logistics, Trade and Transportation – Web Page
6. Graduate Bulletin
7. Degree Requirement
8. Course Descriptions
9. (After getting Admitted) Step by Step Instructions
10. Plan of Study (due BEFORE Starting Classes)
11. Registration (SOAR)
Agenda - Part I

12. Course Advisement and Registration
13. (Every Semester) Step by Step Instructions
14. Advisement Form (Due BEFORE October 1st and April 1st)
15. Dress
16. University Resources
17. Registrar
18. Financial Aid
19. Fitness and Recreational Facility
20. Health Services
21. Police Department
22. Speaking Centers
23. Writing Center
24. Study Abroad
25. Career Services

Agenda - Part II

1. Graduate Assistantship
2. Graduate Assistants – Work Schedule
3. Graduate Assistants – Work Hours and Reporting
4. Graduate Assistants – Illness/Absences from work
5. Graduate Assistants – Quality and Quantity
6. Graduate Assistants – Appropriate Work Habits
7. Graduate Assistants – Problems at Work
8. Graduate Assistants – Sexual Harassment
9. Graduate Assistants - Unsatisfactory Work Performance
   1. Disciplinary Action
   2. Termination
Part I

Welcome

A PDF version of TODAY’s presentation is already available at:

I WILL PUT URL HERE!!
Welcome

Dr. Tulio Sulbaran
Director CLTT

http://www.usm.edu/cltt

Welcome

Dr. Keith Sylvester
Director School of Construction

http://www.usm.edu/cltt
Introduction of CLTT Leadership

Dr. Tulio Sulbaran  
Director CLTT

Mr. Thomas Schoemann  
Operations Manager CLTT

Dr. MD Sarder  
Assistant Director CLTT

Dr. Chad Miller  
Assistant Director CLTT

Dr. M. Rahman  
Affiliated Faculty

Mrs. Dale Hill  
Academic Senior Secretary

Mrs. Lourinda Guest  
Financial Senior Secretary
Graduate Students Self Introduction

(Name, Company, Position, Experience)
Course Description

Study Abroad to Panama (10 Days)

Two Courses (6 Credit Hours) - 10 Days

http://www.usm.edu/cltt

(After getting Admitted)

Step by Step Instructions

What should I do after I get admitted?

https://www.usm.edu/logistics-trade-transportation/what-should-i-do-after-i-get-admitted
Plan of Study
(Due BEFORE Starting Classes)

Must have Plan of Study INMEDIATELY!

http://www.usm.edu/cltt

Registration (SOAR)

http://www.usm.edu/soar/

http://www.usm.edu/cltt
Course Advisement and Registration

ALL graduate students of the Master of Science in Logistics, Trade and Transportation must be advised for the upcoming semester by the Graduate director during the middle of current semester.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Advisement</th>
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<tbody>
<tr>
<td>Spring (January)</td>
<td>Before October 1st</td>
</tr>
<tr>
<td>Summer (May) &amp; Fall (August)</td>
<td>Before April 1st</td>
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</tbody>
</table>

Frequently Asked Questions

What do I need to do every semester to register for courses?
http://www.usm.edu/logistics-trade-transportation/master-online-supply-chain-logistics-trade-transportation-frequently-asked-questions

Step by Step Instructions

What do I need to do every semester to register for courses?

https://www.usm.edu/logistics-trade-transportation/what-do-i-need-do-every-semester-register-courses
Advisement Form (Available online)
Due **BEFORE** October 1st and April 1st

Frequently Asked Questions
What do I need to do every semester to register for courses?

http://www.usm.edu/logistics-trade-transportation/master-online-supply-chain-logistics-trade-transportation-frequently-asked-questions

**Dress Code**

While there is no mandatory dress code set forth by the Center for Logistics, Trade and Transportation, graduate students should adhere to standards of good taste with respect to dress.

Shorts, halter tops, T-shirts with inappropriate language and/or symbols, short dresses or skirts, and torn clothing should not be worn.

http://www.usm.edu/cltt
University Resources

Registrar
SOAR
Housing
Financial Aid (Computer Loans, etc)

Health Services
Dining Services
University Police

iTech
E-mail (Webmail)

Libraries
Computer Labs

http://www.usm.edu/cltt
http://www.usm.edu/registrar
Financial Aid

http://www.usm.edu/financial-aid

Fitness and Recreational Facility

http://www.usm.edu/rec-sports
Health Services

http://www.usm.edu/student-health-services

Police Department

http://www.usm.edu/police
Speaking Centers

http://www.usm.edu/speaking-center

Writing Centers

http://www.usm.edu/writing-center
Career Services

http://www.usm.edu/career-services

Part II
Graduate Assistantship

Student must maintain regular admission status.

Student must be classified as full-time (13hrs for Fall and Spring)

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Graduate Assistants - Work Schedule

Undergraduate and graduate research and teaching assistants working with faculty affiliated to the Center for Logistics, Trade and Transportation (CLTT) must PREPARE and SUBMIT a work schedule using the following guidelines:

- Total number of hours worked during the week should total the one agreed with the faculty and must not exceed 20 hours per week.
- Hours should be distributed at least during 4 days of the week.
- Work hours must be during normal business hours (8:00am – 5:00pm).
- There cannot be blocks of work with more than 4 continuous hours of work.
- Each work day there should be at least 1 hour lunch break (which do not count toward the worked hours).

The assistant must submit to his/her faculty supervisor PRIOR TO THE FIRST FRIDAY OF THE SEMESTER the schedule with name, phone number, and e-mail address.

The assistant must work ONLY during the scheduled times. If the assistant does not work during the schedule hours, the hours will NOT be recognized/paid by USM unless written approval has been provided by the supervisor PRIOR to the deviation from the work schedule.

If the assistant fails to submit the schedule prior to the first Friday of the semester or fail to work during the scheduled hours, the supervisor at his/her sole discretion could stop the assistantship at any time without any notice.

http://www.usm.edu/sites/default/files/groups/center-logistics-trade-and-transportation/pdf/undergraduate_and_graduate_assistants_work_scheduled_v2.pdf
Graduate Assistants - Work Hours and Reporting


http://www.usm.edu/sites/default/files/groups/center-logistics-trade-and-transportation/pdf/accomplishment_weekly_timesheet.xlsx
In case of illness or unavoidable schedule conflicts, please contact the Supervisor as soon as the conflict arises.

Be certain to notify the Supervisor prior to the schedule change.

If the Supervisor is unavailable, please contact the Graduate Director.
Graduate Assistants
Quality and Quantity

In some cases there are procedures or details of operation that are designed to provide service in an organized and quality-conscious fashion.

It is important to work at the standard that your supervisor has taught you.

In an effort to be part of the professional level of service that the School of Construction staff and faculty require, it is mandatory that you execute your job in ways that are accurate, complete, and efficient.

Graduate Assistants
Appropriate Work Habits

Personal telephone calls, e-mail activities, and visiting with friends are to be postponed until after working hours.

The use of headphones and/or cassette players is not permissible during work hours.

Studying or doing homework is allowed while working if all other duties or work requests have been completed.
Graduate Assistants Problems at work

Each student should consult with his or her Supervisor concerning any problem related to employment.

If a solution cannot be found, the Supervisor should contact the Graduate Director.

Oral/Written Communication with Undergraduate Students

Graduate assistants, undergraduate/graduate students, staff and faculty need to function as a team and communication is essential to teamwork.

1. Make sure you understand how to execute your specific assignments. Assumptions can be dangerous. If you encounter difficulties, ask questions your supervisor for clarification.

2. Never leave a task in progress without writing an explanatory note, letting your supervisor where you are in the process.
3. If you have problems while you are working on an assignment, share this information orally or in writing to your supervisor as soon as possible.

4. When you are faced with a situation that requires you to make a decision, take time to think through all of the consequences. Sound judgment is the key. Be sure to consult your Supervisor when you are uncertain of what to do.

Graduate Assistants must exercise good judgment when speaking with and/or writing to undergraduate students.

Foul language, inappropriate comments or inappropriate written messages will not be tolerated.
The University of Southern Mississippi in its efforts to foster an environment of respect for the dignity and worth of all members of the University community is committed to maintaining a work-learning environment free of sexual harassment.

It is the policy of the University that no member of its community shall sexually harass another. Any employee or student who violates this policy is subject to disciplinary action.

Sexual harassment is illegal under both state and federal law.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education
2. submission to, or rejection of, such conduct by an individual is used as the basis for academic or employment decisions affecting such individual; or
3. such conduct has the purpose or effect to substantially interfere with an individual's academic or work performance or to create an intimidation, hostile, and offensive academic or working environment.
Graduate Assistants - Unsatisfactory Work Performance

1. **Disciplinary action**

   Unsatisfactory work performance and/or attendance may result in a verbal or written warning from your Supervisor.

   Further warnings will result in termination of employment.

2. **Termination**

   The following conditions are grounds for termination:

   - Failure to satisfactorily perform your job duties
   - Failure to meet your work schedule
   - Unauthorized use of computers
   - Un-excused absences
   - Excessive tardiness
   - Theft or dishonesty
   - Insubordination
2. **Termination**
   The following conditions are grounds for termination:

   - Falsification of records
   - Acts of moral turpitude
   - Reporting to work under the influence of drugs or alcohol
   - Possession or use of illicit drugs or alcohol on University premises
   - Disorderly conduct
   - Provoking a fight
   - Other acts involving intolerable behavior by the student employee
   - Sexual harassment of employees, staff, or patrons
   - Destruction of University property

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**Thank you and Questions**

*Enjoy your*  
**Master of Science in Logistics, Trade and Transportation**  
*Journey!*

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