

MUGS NEWS

Marquette University Graduate School



October, 2011

In This Issue of MUGS News:

1. [Upcoming Deadlines: Graduation, Financial Aid](#)
2. [Doctoral Students: Registration Open for January, 2012 Dissertation Boot Camp](#)
3. [Financial Aid: External Fellowships, Scholarships and Grants](#)
4. [Graduate Assistants: Student Health Insurance Information](#)
5. [Graduate Student Organization News: Review of Academic Integrity](#)
6. [Resources: Graduate Student Career Planning Workshops](#)
7. [Resources: Graduate School Bulletin, New Student Orientation, Office Location and Contact Information](#)
8. [Resources: Training Sessions on How to Submit Your Electronic Thesis or Dissertation Online](#)
9. [Public Safety: Safety Resource Guide Available](#)
10. [Raynor Memorial Libraries News](#)
11. [Recent Graduate Student and Alumni Accomplishments](#)
12. [Calendar](#)

1. Upcoming Deadlines: Graduation, Financial Aid

If you read nothing else in *MUGS News*, please read the “Upcoming Deadlines” section each month! *MUGS News* will keep you informed of all important Graduate School deadlines. It is our principal way of keeping you on track so you can officially complete your program. Missing certain deadlines can have serious academic or financial consequences.

Note: Programs in the [Graduate School of Management](#) may follow a slightly different calendar or have different deadlines. Graduate students in accounting, business administration, executive MBA, economics, and human resources programs should visit the [GSM website](#) for deadlines, program requirements, announcements, and academic schedules that are unique to them.

The full Academic Calendar, including deadlines and vacation schedule is online at [MU Central Academic Calendar 2011-12](#). An alternate, [Graduate School-only listing of Important Dates and Deadlines](#) is available on the Graduate School’s website.

Graduation: December, 2011

Wednesday, October 5, 2011

Deadline to apply for December graduation online.

If you submit your *Graduation Application* after this date, you will not graduate and you will not receive your diploma. You will have to apply for graduation for a future term. Corresponding deadlines for your program may be earlier than those listed here; contact your program for specific information. Materials must be submitted to the Graduate School or GSM on or before the dates listed below.

Master's, certificate, and doctoral students must apply for graduation online at http://www.marquette.edu/grad/forms_applygraduation.shtml. Graduate School of Management (GSM) students (accounting, MBA, executive MBA, economics or human resources) must apply for graduation online at <http://www.busadm.mu.edu/graduate/graduation.shtml>.

Thursday, September 15, 2011

Outlines (thesis, professional project, dissertation) due in the Graduate School office.

Tuesday, November 15, 2011

Last day for public defense of the dissertation. Announcement of public defense is required 30 days prior to the defense. See http://www.marquette.edu/grad/forms_index.shtml for details.

Monday, November 21, 2011

1. Final day to submit thesis, professional project or essay to the Graduate School or GSM with results and signatures.
2. Results of comprehensive exams due in the Graduate School or GSM. Registration for and the taking of the comp exams—and the turning in of the results—are arranged between the student and his/her program or department.

Wednesday, December 7, 2011

Final day to submit dissertation to the Graduate School with results and signatures.

Graduation: May, 2012

Wednesday, February 1, 2012

Deadline to apply for May graduation online. If you submit your *Graduation Application* after this date, you will not graduate and you will not receive your diploma. You will have to apply for graduation for a future term. Corresponding deadlines for your program may be earlier than those listed in the *Graduate School Bulletin*; contact your program for specific information. Materials must be submitted to the Graduate School or GSM on or before the dates listed in the *Graduate School Bulletin*.



Master's, certificate, and doctoral students must apply for graduation online at http://www.marquette.edu/grad/forms_applygraduation.shtml. Graduate School of Management (GSM) students (accounting, MBA, executive MBA, economics or human resources) must apply for graduation online at <http://www.busadm.mu.edu/graduate/graduation.shtml>.

Graduation: End of Summer, 2012

No formal graduation ceremony is held in August.

August master's and certificate graduates wishing to participate in the May, 2012 ceremonies must submit graduation applications early: **Monday, April 2, 2012** for Graduate School students, and **Wednesday, February 1, 2012** for GSM students.

August master's and certificate Graduate School and GSM graduates not intending to walk in the May, 2012 ceremony must submit graduation applications by **Wednesday, June 13, 2012**.

August Graduate School doctoral graduates walk in the December, 2012 ceremony.

Master's, certificate, and doctoral students must apply for graduation online at http://www.marquette.edu/grad/forms_applygraduation.shtml.

Graduate School of Management (GSM) students (accounting, MBA, executive MBA, economics or human resources) must apply for graduation online at <http://www.busadm.mu.edu/graduate/graduation.shtml>.



Financial Aid: Spring, 2012

Tuesday, November 15, 2011

Deadline to apply for spring, 2012 merit-based financial aid (tuition scholarships, teaching and research assistantships, Milwaukee Area Teachers Scholarships, Catholic Schools Personnel Scholarships). Apply online at http://www.marquette.edu/grad/finaid_forms.shtml.

Note: Only limited aid is available in spring. Many programs have awarded all of their assistantships and scholarships in the fall semester.

Financial Aid: Fall, 2012

Wednesday, February 15, 2012

Deadline to apply for fall, 2012 merit-based financial aid (tuition scholarships, teaching and research assistantships, Milwaukee Area Teachers Scholarships). Apply online at http://www.marquette.edu/grad/finaid_forms.shtml.

Friday, June 15, 2012

Deadline to apply for fall, 2012 Catholic Schools Personnel Scholarships. Apply online at http://www.marquette.edu/grad/finaid_forms.shtml.

Financial Aid: Summer, 2012

Monday, April 16, 2012

Deadline to apply for summer, 2012 merit-based financial aid (tuition scholarships, Milwaukee Area Teachers Scholarships, Catholic Schools Personnel Scholarships). Apply online at http://www.marquette.edu/grad/finaid_forms.shtml.

Note: No assistantships are offered by the Graduate School in summer.

Financial Aid: Student Loans

Visit the Office of Student Financial Aid's website for information on applying for student loans and deadlines: <http://www.marquette.edu/financialaid/index.shtml>.

[Back to Top](#)

2. Doctoral Students: Registration Open for January, 2012 Dissertation Boot Camp

Marquette University Graduate School is happy to announce that registration for its **January 2012 Dissertation Boot Camp** is now open. Dissertation Boot Camp (DBC) offers a dedicated time and location for students to come together and work toward the completion of their dissertations. Faculty facilitators are available throughout the week to monitor progress and offer suggestions. The boot camp also provides an opportunity for dissertators to connect with other doctoral students and establish a sense of community.

The January 2012 DBC will be held from **Monday, January 9 through Friday, January 13** in the lower level of the [Raynor Library](#). Participants will work from 8 a.m. to 5 p.m. daily with an early dismissal on Friday. If you are interested in participating, please email [Bethany Neubauer](#) with the following information:

- Your name and Marquette ID number,
- Your academic department,
- The stage of your program (pre-DQE, conducting research, writing, etc.),
- A brief description of your dissertation or intended area of research,
- Your adviser's name.

A \$50 deposit will be required to secure a place at the boot camp. Your deposit will be refunded on the final day of the event. If demand exceeds capacity, we will enroll students on a first-come, first-served basis, with the caveat that we will review applications to ensure an equitable distribution across the colleges/departments.

Since 2008, more than one hundred doctoral students have benefitted from this program. We continue to receive positive feedback from our boot camp alumni and hope you will consider joining us in January. Ask a past participant about their DBC experience or feel free to contact [Bethany Neubauer](#) with your questions.

[Back to Top](#)

3. Financial Aid: External Fellowships, Scholarships and Grants

The Graduate School has a data base that can help you search for external fellowships and scholarships. Visit [External Fellowships](#) for details. An example of one of the awards is the Newcombe Fellowship below.

Charlotte W. Newcombe Doctoral Dissertation Fellowship

The Woodrow Wilson National Fellowship Foundation will award at least 21 Newcombe Fellowships in 2012. The awards are for doctoral candidates who are at the writing stages of their dissertation for Ph.D. or Th.D. degrees in any field of study at graduate schools in the United States. The award provides \$25,000 for 12 months of full-time dissertation writing.

All applications and supporting documents must be received by **November 15, 2011**. Award notifications will be made in April, 2012 for awards that begin in September, 2012. If you are interested, visit www.woodrow.org/newcombe.

[Back to Top](#)

4. Graduate Assistants: Student Health Insurance Information

Update Your Address!

It is your responsibility to keep your local address updated on both CheckMarq and by notifying Student Assurances Services.

The Graduate School will send its final list of insured students to the insurance company in late October. **If you change your address with Student Assurances Services but do not change it on CheckMarq, your SAS address will be overwritten by the CheckMarq address.**

If you need to contact **Student Assurance Services** to update your address or to request a duplicate ID card, call (800) 328-2739.

Information About Your Policy

Information about the student health insurance policy is available on the website from Marquette's Office of [Risk Management](#). Go to the "Student Health Insurance" link, and then select "Mandatory Select Graduate School Health Insurance – Plan Brochure."

International Students

International students must purchase the student health insurance policy that the Office of International Education requires. They are billed for the insurance premium each semester through their Bursar accounts and they must make payment arrangements with the Bursar.

The Graduate School does not pay for health insurance for international students. However, if you are an international student with a full graduate assistant, you may qualify for reimbursement of a portion of your costs. If you qualify for a credit, it is a one-time credit that is given in the fall semester. Another credit will not be given in January when spring insurance premiums are due.

This year's insurance credits to international students were applied to Bursar accounts in mid-September. Students who received credits also received an email from [Thomas Marek](#) informing them about their credits.

[Back to Top](#)

5. Graduate Student Organization News: Review of Academic Integrity

The Graduate Student Organization is taking on the topic of academic integrity. The GSO has formed a small Professional Development Committee to discuss and debate the university-proposed recommendations on the issue.

All students are welcome to participate. Please email gso@marquette.edu with your interest.

[Back to Top](#)

6. Resources: Graduate Student Career Planning Workshops

Workshops on Cover Letters, Resumes, CVs and Interviewing

Over the coming weeks, the Graduate School is offering the second set in a series of career planning workshops for graduate students. The first set of workshops (offered early in September) focused on career decision making and goal setting, the second set will cover the documents that are needed when searching for positions (e.g., cover letters, resumes, CVs), and the third set will cover interviewing.

The workshops are broken into three general career tracks (academia, nonprofit organizations, and corporate and industrial organizations) because each career track tends to use different

practices. We are very pleased that **Matt Myers** from the Career Services Center is leading these workshops.

All graduate students are invited to the workshops. You don't need to RSVP; you can just show up.

Preparing the Documents Needed for the Job Search

- Academic positions: Thursday, October 13, 3:30 – 4:30 p.m., Holthusen Hall, Room 116K (in the Career Services Center).
- Corporate/industry positions: Tuesday, November 15, 3:30 – 4:30 p.m., Holthusen Hall, Room 116K
- Nonprofit positions: Thursday, November 17, 3:30 – 4:30 p.m., Holthusen Hall, Room 116K

Preparing for Job Interviews

- Academic positions: Thursday, November 10, 3:30 – 4:30 p.m., Holthusen Hall, Room 116K
- The workshops for corporate/industry and nonprofit positions will be held later in the winter because interviewing normally takes place later in these areas.

[Back to Top](#)

7. Resources: *Graduate School Bulletin*; New Student Orientation, Office Location and Contact Information

Graduate School Bulletin

Printed copies of the *Graduate School Bulletin* are a thing of the past. Beginning this year, the [Graduate School Bulletin](#) is exclusively online. The web address to the bulletin is <http://bulletin.marquette.edu/grad/>. A PDF version will soon be available via the bulletin site.

New Student Orientation

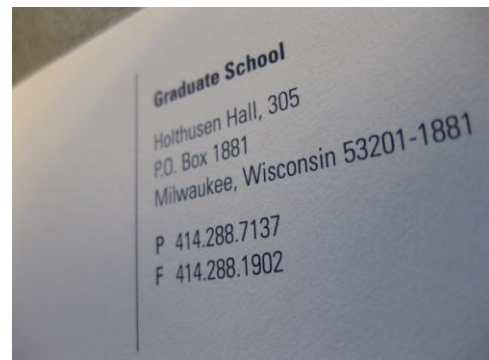
The Graduate School hosted its annual [orientation for incoming graduate students](#) in August. If you didn't have a chance to attend the event, you can get most of the information online, including videos of the presentations. Take the time to acquaint yourself with Graduate School and Marquette University policies, services and resources, so you can succeed as a graduate student.

Office Location, Hours, and Staff

The Graduate School staff is here to help you. We are located in room 305 in Holthusen Hall, 1324 W. Wisconsin Avenue.

Office Hours: 8 a.m. to 4:30 p.m., Mon. through Fri.
Phone: (414) 288-7137
Fax: (414) 288-1902

Phone numbers and email addresses of the [Graduate School staff](#) are online.



[Back to Top](#)

8. Resources: Training Sessions on How to Submit Your Electronic Thesis or Dissertation Online

The Graduate School will offer three training sessions, entitled “How to Submit your Electronic Thesis or Dissertation Online,” later this month.

There is a maximum capacity of 30 individuals per session. Please request to reserve your seat by emailing [Carl WainScott](mailto:Carl.WainScott@marquette.edu). Please indicate which session you would like to attend and what department you are in.

The fall training sessions will be held:

- Tuesday, October 25, 2011 from 11:00 a.m.-1:00 p.m.
- Wednesday, October 26, 2011 from 5:30-7:30 p.m.
- Thursday, October 27, 2011 from 11:30 a.m.-1:30 p.m.

All sessions will be held in the Raynor Memorial Library, Computer Lab, Room 245.

[Back to Top](#)

9. Public Safety: Safety Resource Guide Available

The 2011 edition of the [Safety Resource Guide and Annual Fire Safety Report](#) is available.

The *Safety Resource Guide and Annual Fire Safety Report* contains:

- Information about the services provided by the Department of Public Safety.
- Information about the university’s drug and alcohol policy.
- Several campus security policy statements.
- Crime statistics for campus, public areas immediately adjacent to campus and specific non-campus facilities. These statistics are gathered from Public Safety, local law enforcement and other university officials who have significant responsibility for student and campus activities.
- Fire safety statistics.



Paper copies of the guide are available in the Department of Public Safety office, located in Parking Structure 1, 749 N. 16th St.

[Back to Top](#)

10. Raynor Memorial Libraries News

New Friday Series in Special Collections

A new series in Special Collections on Fridays will introduce two of the library department’s most popular holdings: the J.R.R. Tolkien Collection and *The Saint John’s Bible*. The 45-minute walk-in sessions begin on September 30 with the Tolkien Collection. The times and subject rotation vary according to [this schedule](#). The informal introductory sessions will meet in the Archives’ Prucha Reading Room on the 3rd floor of Raynor Library and students are welcome. For questions, call Special Collections at (414) 288-7256.

Louisa May Alcott Program

["Louisa May Alcott Wrote That? Alcott and the Civil War"](#) is the 2nd event in this fall's 5-event series on Louisa May Alcott. It will take place on Thursday, October 6 at 4:30 p.m. in the Raynor Conference Center (Raynor, lower level). The lecture, by **Dr. Angela Sorby**, associate professor of English, will address Alcott's role as a Civil War nurse; two Alcott texts and music from the era; and how the war challenged Alcott's (and the nation's) most deeply held convictions and assumptions. The grant-funded series focuses on the woman behind *Little Women*. All students, faculty, and members of the Marquette community are invited. Questions may be emailed to librarian [Susan Hopwood](#).

2011 Edition of Foundations in Wisconsin Available

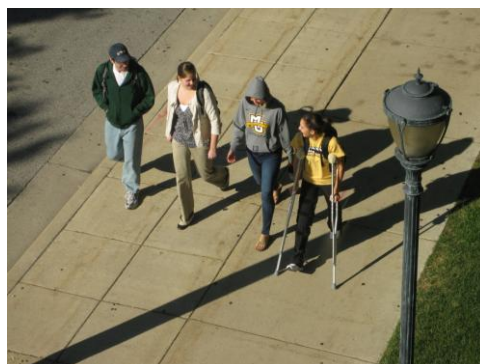
The libraries announce the publication of the [2011 edition of Foundations in Wisconsin](#). The annual print directory and its companion subscription database assist grant seekers in locating private, corporate, and community foundations registered in Wisconsin. The new edition includes a record-high 1,324 foundations, including 67 new foundations, with more than \$6.2 billion in assets and combined annual grants of \$458 million. Both formats are available for purchase, but current members of the Marquette community have free access to the online directory; see more at the directory website: www.wifoundations.org. The Libraries' Funding Information Center serves the research needs of Marquette, Milwaukee, and Wisconsin grant seekers; orientations to the collections and to the grants process are held regularly. For questions call or email librarian [Mary Frenn](#).

Digital Media Studio

The libraries' [Digital Media Studio](#) invites students of all levels and colleges to consult about digital media projects. Located near the Information Desk in Raynor, the studio provides equipment, workspace, and assistance for creating and producing multimedia projects and presentations. Examples of how the studio can help include: digital video recording and editing; creating multimedia elements, such as animation and custom graphics; podcasting; creating a custom soundtrack. Learn to create your own project with the self-guided "Digital Media Production 101" or schedule an appointment for one-on-one consultation.

Research Help Available

As mid-terms approach, you can take advantage of library services that are designed to help you succeed: [research guides](#) (more than 100) present overviews of important resources and starting points for both broad and narrow subjects. Also, individual [Research Consultations](#) may be requested by any member of the campus community for in-depth help with a research project.



[Back to Top](#)

11. Recent Graduate Student and Alumni Accomplishments

College of Communication

Kira-Lynn Reeves, a teaching assistant in the College of Communication, will present a paper at the Midwest Popular Culture Association Conference that is being held October 14-16 in Milwaukee. She will present her research study entitled "Similar Strangers: Computer-Mediated Communication of Social Support among the Bereaved."

"I studied the written, online communication of people posting to public online support groups for those grieving a new or ongoing loss," Ms. Reeves explained. "I was interested in the differences between how these people communicate online with one another compared to research on other

types of online groups (groups for the disabled, general discussion, etc.). I also focused on the health risks of bereavement and the ways support groups help to minimize those risks.”

What have you been up to lately? Have you presented the results of your research at a conference? Have you had a publication accepted? Did you receive a scholarship or grant? Our graduate students are a productive, if somewhat modest, lot. We know you don't want to brag, so let us do it for you.



Please email your professional and scholastic accomplishments for inclusion in this newsletter to Mr. [Thomas Marek](#), Assistant Director for Financial Aid. **Your digital photos for reprint are welcome.**

[Back to Top](#)

12. Calendar

Note: Programs in the [Graduate School of Management](#) may follow a slightly different calendar or have different deadlines. Graduate students in accounting, business administration, executive MBA, economics, and human resources programs should visit the [GSM website](#) for deadlines, program requirements, announcements, and academic schedules that are unique to them.

The full Academic Calendar, including deadlines and vacation schedule is online at [MU Central Academic Calendar 2011-12](#). An alternate, [Graduate School-only listing of Important Dates and Deadlines](#) is available on the Graduate School's website.

October 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5 December Graduates: Deadline to apply online for December, 2011 graduation.	6 Alcott Program @ Raynor. See Article 10	7	8
9	10	11	12	13 Job Search Workshop. See Article 6	14	15
16	17	18	19	20	21	22
23	24	25 Electronic Thesis or Dissertation submission workshop. See Article 8	26 Electronic Thesis or Dissertation submission workshop. See Article 8	27 Electronic Thesis or Dissertation submission workshop. See Article 8	28	29
30	31					

[Back to Top](#)

November 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10 Job Search Workshop. See Article 6	11	12
13	14	15 December Graduates: Last day for public defense of the dissertation. Merit-based online financial aid applications due for spring, 2012. Job Search Workshop. See Article 6	16	17 Job Search Workshop. See Article 6	18	19
20	21 December Graduates: Theses, Projects, Essays due; Comp exams due.	22	23 Thanksgiving Holiday: Classes excused Nov. 23-27.	24 University offices closed.	25 University offices closed.	26
27	28	29	30			

[Back to Top](#)

December 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7 December Graduates: Final day to submit dissertation to the Graduate School with results and signatures.	8	9	10 Fall Classes End (Sessions 1 & 2).
11	12	13	14	15	16	17
18 Mid-Year Commencement.	19	20	21	22	23 University offices closed	24
25 Christmas	26 University offices closed	27	28	29	30 University offices closed	31

[Back to Top](#)

January 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 New Year's Day	2 University offices closed	3	4	5	6	7
8	9	10	11	12	13	14
Dissertation Boot Camp January 9-13.						
15	16 Martin Luther King Day: classes excused except for M.B.A. classes at the Kohler and Waukesha sites. University offices closed.	17 Spring classes begin (Sessions 1, 2 & 6).	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

[Back to Top](#)

February 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 May Graduates: Deadline to apply online for May graduation.	2	3	4
5	6	7	8	9	10	11
12	13	14	15 Merit-based financial aid online applications due for fall.	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

[Back to Top](#)

March 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
Spring Break March 11-18, 2012: Classes excused.						
18	19	20	21	22	23	24
25	26	27	28	29	30	31

[Back to Top](#)

April 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 End of Summer Graduates: Deadline to apply online for end of summer graduation if attending May ceremony (not GSM students).	3	4	5 Easter Break: Classes excused April 5-8).	6 Good Friday: University offices closed.	7
8 Easter	9	10	11	12	13	14
15	16 Merit-based financial aid online applications due for summer, 2012.	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

[Back to Top](#)

May 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5 Classes end for Spring Sessions 1 & 5.
6	7	8	9	10	11	12
13	14 Summer classes begin for Sessions 4 and 6.	15	16	17	18	19
20 Commencement	21	22	23	24	25	26
27	28 Memorial Day: University offices closed, classes excused.	29	30	31		

[Back to Top](#)

June 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
	Dissertation Boot Camp June 4-8					
10	11	12	13 End of summer graduates: Deadline to apply online to graduate if not attending May ceremony.	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

[Back to Top](#)

July 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 Independence Day: University offices closed, classes excused.	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

[Back to Top](#)

August 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
	Dissertation Boot Camp August 6-10					
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	29	30	31		

[Back to Top](#)

MUGS News is the Graduate School's newsletter. *MUGS News* will bring you information about Graduate School policies, deadline reminders, job postings, and other meaningful news you can use. [Past issues](#) of *MUGS News* are available online.

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Visit the Graduate School's website at www.marquette.edu/grad.



[Back to Top](#)

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