

PENNSSTATE



Department of Food Science

New Graduate Student Welcome & Orientation Packet

Fall 2014-Spring 2015



(814) 865-5444

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Welcome to Penn State's Department of Food Science. This guide is designed to help incoming graduate students become familiar with tools and resources available in the department, Penn State and the State College area. We hope you find the information helpful in your successful journey to Penn State.

ABOUT THE DEPARTMENT

The Department of Food Science at Penn State is one of the premier food science departments in the country.

The outstanding faculty, state-of-the-art building, and laboratory facilities, and friendly and dedicated staff members make the Food Science Department a pleasant place to study and conduct research.



Our undergraduate program offers students hands-on science dealing with real-world applications; small, friendly atmosphere; world-class internship experiences; excellent scholarship opportunities, and 100% job placement.

Our graduate program offers graduate study leading to Master of Science and Doctor of Philosophy degrees. Collaborative research in the food science department is primarily conducted in the context of graduate education. Graduate students receive in-depth training in the core disciplines of food chemistry, food microbiology, food engineering, and processing. There are also opportunities for students interested in nutrition education studies.

In addition, research is encouraged and facilitated through the core disciplines as well as collaborative multidisciplinary Impact Groups. Impact groups provide focus to research efforts of our faculty members. The six impact groups within the department focus on: ingredients as materials; food safety; cocoa, chocolate, and confectionery products; plant and mushroom products; dairy foods manufacturing; and family and community food systems. Research and extension faculty work closely with members of the agricultural community and encourage their graduate students and other visiting scholars to participate in this important activity.

The relatively small-college atmosphere within the department enables faculty, staff, and students to have close contact in an intellectually stimulating and professional environment. I invite you to come, meet our faculty, staff, and students, and see why we are one of the premier food science departments in the country.

Robert Roberts
Professor and Head

DEPARTMENT CONTACTS:

Below is a list of the administrative contacts located within the 202 Food Science office suite. Office hours are from 8:00 a.m.-5 p.m. from Monday – Friday and closed on weekends.

<u>Name</u>	<u>Room #</u>	<u>Phone</u>	<u>e-mail</u>
Dr. Bob Roberts, Department Head	206	865-5444	rfr3@psu.edu
Dr. Ramaswamy Anantheswaran, Graduate Program Coordinator	305	865-3004	rca3@psu.edu
Kimberly Ripka, Manager of Departmental Operations	208	865-5006	kab5@psu.edu
Svend Pedersen, Admin. Support Asst. and Graduate Program Assistant	207	863-4827	sep14@psu.edu
Juanita Wolfe, Undergraduate Program Assistant	203	863-8667	jmw5@psu.edu
Beth Tepsic, Financial Assistant	211	863-8668	eak173@psu.edu
Thomas Dimick, Outreach & Computer Support Coordinator	215	865-3360	tsd3@psu.edu
Bob Lumley-Sapanski, Facilities & Safety Coordinator	216	863-2965	rxl4@psu.edu

Please contact the staff below for assistance in the following areas:

- **Kim Ripka** leads and directs departmental staff, oversees daily operations, and serves as chief of staff; manages departmental financial resources; facilitates strategic planning and department metrics; guides and directs faculty, staff and students on University policy and procedures; oversees process improvement and marketing initiatives.
- **Svend Pedersen** provides support to the department head to include department head calendar/meetings, travel arrangements, and drafting communications; provide support to various committees; maintains graduate student records, assists graduate students; monitors graduate student progress; assists graduate students with registration and course scheduling; assist with graduate recruiting efforts.
- **Juanita Wolfe** maintains undergraduate student records and assists all undergraduate students; monitors student progress; assists students with registration and course scheduling; assists faculty with course and room scheduling, textbook orders, final exam scheduling, and advising; assists with recruitment and career placement initiatives.
- **Beth Tepsic** oversees the financial accounting processing; helps faculty, staff and students navigate through Penn State's purchasing and travel policies and procedures.
- **Thomas Dimick** coordinates the department's outreach and external communication activities; assists with marketing initiatives; liaison with FIG group; assists faculty, staff and students with questions regarding computer access and wireless connectivity.
- **Bob Lumley-Sapanski** oversees facilities, lab safety, equipment usage, pilot plant training. He can assist students with facility issues, safety issues and scheduling pilot plant usage.

IMPORTANT DATES:

There are several new student orientations for graduate students which can be confusing. Provide below is a summary orientation sessions offered by the department, Graduate School and the Global Programs Office. The tuition eBill deadline is also provided.

- August 1** **Tuition eBill Due** - You will receive an **Estimated eBill** from the Bursar's Office for fall 2014 semester. If you are on an assistantship and will receive a tuition waiver, you must still indicate through **eLion** that you are on an assistantship by selecting "*Request Changes to Bill*" and entering the amount you will receive (<https://elion.psu.edu/>). This must be done before registering for classes. If a bill is not filed, scheduled classes will be dropped from your schedule and a **late fee** will be assessed.
- August 11-13** **Global Programs International Student Orientation** – All incoming international students, whether new or transfer students, are expected to attend the New International Student Orientation. The orientation includes:
- A mandatory document check-in appointment
 - Information about course registration, employment, insurance, paying bills, etc.
 - Opportunities to make friends and get to know the campus
- During the Orientation Program, UOGP will offer special assistance to students, including:
- A free pick-up service from the University Park Airport and local bus stations;
 - Temporary Orientation housing;
 - Orientation leaders who are available 24 hours a day to answer student questions
- Visit: <http://global.psu.edu/iso-fall> for the Orientation schedule or contact: orientation@ip.psu.edu or phone (814) 753-2324.
- August 20, 1-5PM** **Graduate School Orientation Program**, Eisenhower Auditorium - For new graduate students to cover important topics such as plagiarism, graduate student life, and health insurance. To learn more, visit: <http://www.gradsch.psu.edu>.
- August 20, 5PM** **Graduate School Reception**, Alumni Hall at the HUB Robeson Center – To meet colleagues and members of the Penn State community and various University organizations. Bring a friend! Please respond confirming your attendance no later than Friday, August 10th, by emailing Mary K. Tracey (mkt114@psu.edu); please put "Orientation RSVP" in the subject line of your email.

August 22, 1-4PM **Food Science Graduate Orientation** – Room 252, Food Science Building – To provide an overview of departmental and university research facilities, Penn State laboratory safety and computing policies, purchasing and travel policies, and tour of the building. Refreshments at 4:00 p.m. with Food Science Graduate Student Representatives.

PAYROLL & FINANCIAL INFORMATION:

Complete and return all payroll forms and documents to prevent any delays in receiving your monthly stipend payment.

Background Checks – University policy requires all new, incoming graduate students to undergo a Background Check which is coordinated by our College's Human Resource Office, Room 307 Agricultural Administration Building. Background checks are typically completed prior to your arrival through the Graduate Staff Support Assistant.

In addition, the forms listed below are to be completed and returned to Svend Pedersen in the Food Science Department by **July 11, 2014**, and, are required by the Payroll Office:

NOTE: *International students will complete these forms after they arrive.*

- Employee's Withholding Allowance Certificate (W-4)
- Employment Eligibility Verification (INS Form I-9) – *must be completed in blue ink*
 - Must provide photocopies of appropriate support documentation
- Alien Information Request Form (for international students)
 - Must provide photocopies of appropriate support documentation (I-20, etc.)
 - NOTE: If Social Security number is not available, please attach copy of the "Application for Social Security Number"
- Salary Deposit Request (mandatory Penn State requirement to have paychecks automatically deposited to either a checking or savings account—does not have to be at a local bank)
- Worker's Compensation Employee Notification Form
- Drug Free Workplace Form
- University Intellectual Property Agreement Form

Students appointed on graduate assistantships or fellowships are paid monthly. They will receive 1/5 of their stipend payment on the last pay day of the month as follows:

- **Fall 2014** – August 29, September 30, October 31, November 28, and December 31
- **Spring 2015** – January 30, February 27, March 31, April 30, and May 29

NOTE: Since new international graduate students need to complete their I-9, Social Security, and other forms after they arrive at Penn State, **they will miss the August payroll deadline.** You should bring enough money with you to cover your initial living expenses to support you through September 30 where you will receive a double-pay (for August and September—contingent upon I-9 start date). You may also request a salary advance (of up to 70% of gross) through the department which is then approved by the College's Financial Officer to help them meet their financial needs through September.

GETTING STARTED:

INTERNATIONAL STUDENTS

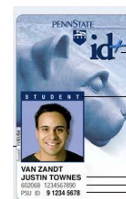
For international students, there are several pre-arrival and arrival steps outlined by the Office of Global Programs at: <https://global.psu.edu/iso-fall>

The Office of Global Programs is the first place international students will need to visit on campus. They are located at 410 Boucke Building (phone: 814-865-7681) and will assist with the following:

- **Free Pick-up service** upon arrival at local airport or bus stations by calling: 814-777-7597.
- **All students must speak to an Orientation Leader** available to assist students 24 hours a day from August 11-13. Visit the Orientation Leader's Desk, open at 10:00 a.m. on August 11 in 110 Findlay Commons in East Halls. For more information access the orientation website.
- **Mandatory Document Check-In at Global Program Office** which are scheduled by appointment only—phone their office as soon as you arrive to schedule an appointment
- **Orientation** which will review procedures for the following:
 - How to obtain a Social Security Number
 - **Penn State's American English Oral Proficiency Test (AEOCPT)** – This test is administered before the semester begins by the Department of Applied Linguistics (http://aplmg.la.psu.edu/academicPrograms/ita_whatIsAEOCPT.shtml). All international graduate students offered teaching assistantships must take and pass this test. **Since all Food Science MS and Ph.D. students are required to serve as teaching assistants, new international students must complete the test.**
 - Information about Student Health Insurance
 - Financial and registration information
 - Banking in the United States, and much more

The next steps will help US and international students gain access to many University resources:

Step 1 Penn State id+ Card - Each graduate student has been assigned a Penn State ID number during the graduate application process. The Penn State id+ Card is the official University identification card. Information about the card and its many uses is available at: <http://www.idcard.psu.edu/>. Without it, you cannot obtain Penn State computer access which is Step 2 below. To obtain a PS id+ card, visit 110



HUB-Robeson Center from 7:30 a.m.-5:30 p.m. (M-F) and 12:00 Noon-3:00 p.m. (Sat./Sun.). Contact: 814-865-7590.

- Step 2 Penn State Access Account** - The Penn State Access Account enables Penn State students, faculty, and staff to use the full range of Internet services on or off campus, at computer labs or on personal computers. It also allows you to use the ITS student computing labs (<http://clc.its.psu.edu/labs/>). To obtain an Access Account, take your Penn State id+ Card to one of the Penn State Access Account signature stations and follow the instructions there: <http://aset.its.psu.edu/accounts/sigstations.html>. Make note of your user ID and password when they are displayed on the screen. Your account should be active within one business day.
- Step 3 Course Registration** – All students must register for classes **before Sunday, August 24** (our office is closed weekends). If you do not register before that date, you will be assessed a **late-add fee**. If you are on a half-time graduate assistantship, you must register for 9-12 credits per semester. International students must be registered full-time or for 9 credits in order to maintain their visa status. Students should contact their advisors regarding course scheduling and see Svend Pedersen in 207 Food Science Building for assistance with scheduling courses.
- Step 4 Health Insurance** – The Student Health Insurance office is responsible for administering the health insurance plans for Penn State students. As part of your assistantship or fellowship, Penn State provides insurance premium subsidies for the Graduate Assistant and Graduate Fellow medical, dental and vision plans for you and any eligible dependents you want to cover. US students who wish to decline coverage or are still covered by their parents insurance will need to submit a Declination of Coverage form at the beginning of the semester. All international students must carry health insurance on themselves and dependents in order to maintain their visa status.

The Student Health Center is located adjacent to the Eisenhower Parking Deck and the Bank of America Career Services Building off Bigler Road. For more information at: <http://studentaffairs.psu.edu/health/services/insurance/graduate.shtml>.

BUILDING ACCESS & KEYS:

With faculty advisor approval, graduate students will be issued Card Access to the outside entrances of the Food Science Building and/or keys to his or her office and laboratories that are used regularly in his/her research. Upon arrival, graduate students will receive a completed “Individual Key Request” form that students will take to Room 116 Ag. Administration Building to receive their office and lab keys.

The Food Science Building has a Card Access system using the **PSU ID+** card for exterior doors (east and west), the elevator near the Creamery salesroom, the Pilot Plants (134, 135, and 416) and the Chemistry Teaching Lab (132) as follows:

- **Exterior Doors** - To access the building at night (after 6:00 p.m.) and on weekends, faculty, staff and students need to use their PSU ID+ card on the card swipes located on the east and west entrances. The card swipe will not open any creamery doors or the door near the loading dock.
- **Creamery Elevator** – The West elevator near the creamery is open during the day and can be used from the 1st floor. However, during nights and weekends, in order to call the elevator from the 1st floor, you must use the Elevator Card Swipe.
- **Pilot Plants, Rooms 134, 135** - To gain access to the Pilot Plants through the Card Access system, students must first arrange to complete Pilot Plant safety training through Bob Lumley-Sapanski. After training has been completed, students will be added to specific Pilot Plant Card Access systems.
- **Food Chemistry Teaching Lab, Room 132** – Teaching assistants are permitted card access to the Chemistry Teaching Lab.

In addition to building card access, office and lab keys, graduate students are permitted to have a **GS** key which will open the following doors: West interior stairwell (locked nights and weekends), 202, 249 Food Microbiology teaching lab, 301 copier room, 323 and 424 break rooms, 417 Micro prep room, and 422 graduate student computer room.

ALL KEYS must be returned to 116 Ag. Admin. before graduating and/or leaving the Department of Food Science and/or Penn State.

HOUSING:

Graduate housing ranges from single dormitory rooms to two-bedroom apartments to four-bedroom townhouses. Go to Housing at University Park (<http://www.hfs.psu.edu/housing/>) for information about on-campus housing.

Off-campus housing is readily available in the surrounding area. The following is a list of complexes geared to graduates, professionals, and families:

Apartment Store – 814-234-6860
Associated Realty – 814-231-3333
Atlas Realty Mgmt. – 814-238-0741
Briarwood – 814-238-7134
Continental Real Estate – 814-238-1598
GMH Management – 814-238-3432
Heritage Reality Group – 814-234-7368
Orchard Park Rentals – 814-237-8816

Pennwood North Apartments – 814-234-4309
Park Forest Enterprise, Inc. – 814-238-3431
R & C Associates – 814-231-1340
State College Realty Limited Partnership
 Executive House – 814-238-7211
 Park Forest Apartments – 814-238-1443
 Southgate Apartments/Townhouses
 814-234-0333

Off-campus housing opportunities are also listed in 213 HUB-Robeson Center, 865-2346. <http://www.sa.psu.edu/ocl/>.

TRANSPORTATION & PARKING:

Who Needs a Parking Permit?

Every employee or student, including wage payroll, part-time, or Fixed Term I and II, must have a parking permit to park on campus. Individuals enrolled in classes at Penn State are classified as students and must obtain student parking through the Parking Office. All vehicles, bicycles, motorcycles, and mopeds must be registered through the Parking Office. Please refer to policies and online registration procedures at: <http://www.transportation.psu.edu/>.

Graduate students may purchase a base student permit through the Parking Office located at Room 1 Eisenhower Parking Deck where they will register their vehicle.

- Parking information is available at:
<http://www.transportation.psu.edu/parking/student/permits.shtml>.
- On campus and off-campus parking locations and rates are available at:
http://www.transportation.psu.edu/parking/student/campus_permit.shtml.

Graduate students who wish to upgrade their parking to the East Parking Deck located beside the Food Science may do so by contacting Kim Ripka in 208 Food Science Building. After the request is approved by the University, the students will have to go to the Parking Office to pay the higher parking fee (approximately \$36/month) for the East Parking Deck.

BUS SERVICE:

Bus service on and around campus is provided by the Centre Area Transportation (CATA) (<http://www.catabus.com/>).

- The Blue and White Loop buses provide no-fare service along Curtin Road and College and Beaver Avenues. Buses run every 10 minutes.
- The Red Link bus provides no-fare service between Innovation Park and White Course Apartments. The Red Link runs on Park Avenue and Curtin Road, with stops at the commuter lots by the Bryce Jordan Center and Beaver Stadium.
- The Green Link bus provides no-fare service along Curtin Road between Pattee Library and the commuter lots next to the Bryce Jordan Center and Beaver Stadium.
- The Centre Line bus connects State College and the surrounding areas, including Bellefonte, Boalsburg, and Pleasant Gap.

Maps and schedules are available at CATA's website, at the information desks in the HUB-Robeson Center and Kern Graduate Building, on all Loop buses, and at the desks in the residence hall area commons buildings. For schedule information, call 814-238-CATA (814-238-2282). A wheelchair-lift van service is available the same hours as the Loop bus service. For service and scheduling of this service call Office for Disability Services at 814-863-1807.

CLUBS AND SOCIAL LIFE:

The Department's Social Committee hosts several social events each year for faculty, staff and students to participate. In addition, the Department, Food Science Club and Food Industry Group host a tailgate event annually. This year's tailgate event is scheduled for Saturday, October 8, where the Penn State Nittany Lion football team will take on Iowa. Alumni, faculty, staff, and students are all invited to attend this event. Information on how to purchase tailgate and football tickets will be distributed in July.

There are many ways for students to get involved after they arrive at Penn State:

- **Food Science Club** - The Food Science Club is a student-based group composed of both undergraduate and graduate members in Food Science and promotes interaction between Food Science students, faculty and the food industry. Visit their website at: <http://foodscience.psu.edu/currentstudents/activities/food-science-club>
- **Graduate Student Association (GSA)** - <http://gsa.psu.edu/>
- **University Activities website** - <http://www.sa.psu.edu/usa/att/>

Provided below are websites on local entertainment, lodging, restaurants, and shopping:

- **State College Online** - <http://www.statecollege.com>
- **State College Downtown** - <http://www.downtownstatecollege.com>
- **Centre Daily Times** - <http://www.Centredaily.com>

Gyms and Fitness Centers

A Penn State gym membership will allow access to the White Building, IM Building, Rec Hall, Natatorium Fitness Loft, and all indoor pools at the Natatorium and White Building. Memberships can be purchased online at: <http://www.athletics.psu.edu/psustrength/>.

OTHER RESOURCES:

- **Child Care Facilities** – The Penn State Office of Human Resources provides links to child care facilities in the State College area: <http://ohr.psu.edu/work-life/your-family/child-care-resources>.
- **Global Programs Office, 410 Boucke Building** – Provides answers to questions and needs that are unique to international students: <http://www.international.psu.edu/>.
- **Office for Disability Services, 116 Boucke Building** - Provides information and assistance to students with disabilities: <http://www.equity.psu.edu/ods/index.html>.
- **Bursar's Office, 103 Shields Building** – The Office of the Bursar is responsible for maintenance of student accounts pertaining to tuition billing, acceptance fees, charges, payments, financial aid disbursements, and refunds of excess funds, when available. <http://www.bursar.psu.edu/index.cfm>.
- **Registrar's Office, 112 Shields Building** – Oversees student academic records and information including: registering for courses, official transcripts, grade reporting, degree audit, graduation and diplomas, and more: <http://registrar.psu.edu/index.cfm>.

- **Office of Student Aid, 314 Shields Building** – A good place to search for financial assistance: <http://www.psu.edu/studentaid/>.
- **HUB-Robeson Center** is the site for multiple student services including restaurants, a copy center, a bank (Penn State Federal Credit Union), STA Travel, a convenience store, the Penn State Bookstore, the Center for Arts and Crafts, Art Galleries, and the main information desk for the University. <http://www.sa.psu.edu/usa/hub/>.
- **Student Health Services, 302 Student Health Center** – The on campus source for medical care, health and wellness, immunization, pharmacy, student health insurance enrollment & benefits, etc: <http://studentaffairs.psu.edu/health/services/insurance/>.
- **Graduate School, Kern Building** – Provides information and assistance to prospective and current graduate students on graduate policies and procedures, thesis information and calendar, and more: <http://www.gradsch.psu.edu/>.
- **The Graduate Writing Center** - Provides trained, friendly, and free peer consulting and workshops for Penn State graduate students of all disciplines and of all levels of writing ability. The GWC is sponsored by the Pennsylvania State University Graduate School and the Department of English. <http://composition.la.psu.edu/resources/graduate-writing-center/GWC>
- **University Libraries** – The University Libraries are comprised of 14 libraries at University Park and libraries at 23 other locations, including the Dickinson School of Law, the Milton S. Hershey Medical Center, and the Penn State affiliated Pennsylvania College of Technology. Their website will help students access our collections of more than 5.3 million books, 88,000 serials, 536 databases, and 100,000 E-books at all Penn State location: <http://www.libraries.psu.edu/psul/home.html>.
- **Pasquerilla Spiritual Center, Eisenhower Chapel** – Home to more than fifty spiritual organizations. The center, administered through the Center for Ethics and Religious Affairs, is non-denominational and provides students with opportunities to explore ethical and spiritual issues: <http://studentaffairs.psu.edu/spiritual/>.
- **Office of Judicial Affairs, Division of Student Affairs, 135 Boucke Building** - Judicial Affairs serves as a valuable resource for the university community by promoting a safe living and learning environment. The office is responsible for dealing with violations of the Code of Conduct including sexual assault, harassment, stalking, and physical assault. The phone number is 863-0342: <http://studentaffairs.psu.edu/judicial/>. The Code of Conduct is available at: <http://www.sa.psu.edu/ja/conduct.shtml>.
- **The Affirmative Action Office, 328 Boucke Building** – Committed to diversity, equal opportunity, and ensuring the University maintains an environment that is free of harassment and discrimination: <http://www.psu.edu/dept/aaoffice/>.
- **Penn State Escort Service** – Is operated under the auspices of Police Services and will provide an escort for students walking on campus after dark. They may be reached at 5-WALK (865-9255): <http://www.police.psu.edu/escort/>.
- **Counseling and Psychological Services (CAPS), 501 Student Health Center** – Can help students resolve personal concerns that may interfere with their academic progress, social development, and satisfaction at Penn State. Some of the more common concerns include: difficulty with friends, roommates, or family members; depression and anxiety; sexual identity; lack of motivation or difficulty relaxing, concentrating or

studying; eating disorders; sexual assault and sexual abuse recovery; and uncertainties about personal values and beliefs: <http://www.sa.psu.edu/caps/default.shtml>.

- **Career Services, MBNA Career Services Building** – Can assist graduate students in the preparation of resumes and curriculum vitae and in developing effective interviewing skills. Career Services hosts a career fair that is open to graduate as well as undergraduate students: <http://studentaffairs.psu.edu/career/>.
- **Academic Integrity** – The University does not tolerate violations of academic integrity, which includes but is not limited to: plagiarism, cheating, falsification of information, misrepresentation or deception. The complete policy is available at: <http://agsci.psu.edu/students/resources/academic-integrity>.
- **Plagiarism** – Plagiarism is often a confusing concept. At Penn State, plagiarism means taking someone's words and presenting, presentation or information and them as your own. Cutting and pasting from a web site is considered plagiarism. Copying verbatim from any source without using quotation marks and the full reference is plagiarism. Plagiarism is a serious violation of academic integrity regardless of whether it is a homework exercise, an exam, a thesis, or a manuscript for publication. Visit the College of Engineering's policy at: <http://agsci.psu.edu/students/resources/academic-integrity/information-for-students-on-academic-integrity/what-is-plagarism>.

QUESTIONS?

Please contact the department if you have questions about coming to Penn State. Our main number is (814) 865-5444.

We look forward to seeing you in the fall!

June 20, 2014