DEFENSE ADVERTISING PROTOCOL

After a Graduate Student’s major advisor and committee approves an MS thesis or a PhD dissertation, the student schedules a public presentation, followed by an oral thesis or dissertation defense with questions from their advisory committee regarding the student’s research, analysis and written presentation. The following protocol will assist the student with making reservations and advertising.

DO NOT Schedule your defense during faculty meetings on Tuesdays and Thursdays from 1:00 p.m. to 2:00 p.m. and please avoid the weekly (Friday) afternoon Life Science seminar.

DEPARTMENT CHAIR NOTIFICATION

Please inform, via e-mail, the current Biology and Wildlife Chair (Biology students / Dr. Diane Wagner) or the Wildlife Program Chair (Wildlife students / Dr. Kris Hundertmark) as soon as a time and location for your public defense is scheduled. If the Wildlife Program Chair is vacant, then e-mail the Department Chair.

FLYERS

Please display flyers (81/2” x 11”) in advance in MURIE, IRV I, WRRB, AHRB, Elvey and O’Neill; and ask B&W department staff to send two copies to CNSM in the Reichardt Bldg.—and any other buildings that may be appropriate. (Most people make about 2 dozen—color is preferred – or at the very least on colored paper.) If you are scheduling from a distance, office staff may be contacted to assist with the posting effort. Please send an electronic flyer copy to uaf-bw-dept@uaf.edu and Carol Piser at capiser@alaska.edu.

IAB & BIOLOGY AND WILDLIFE WEB CALENDARS / IAB LIFE SCIENCE NEWS / UAF WEEKLY SCIENCE CALENDAR

To advertise electronically on the three calendars and Life Science News, one needs only to provide the information on the IAB home page at www.iab.uaf.edu. Select “Events” from the bar at the top and then “Submit an Event.” Your submission will be sent via e-mail to those who schedule the various on-line calendars, Life Science News (yellow sheet), and the Weekly Science Calendar. Please submit this information at least 2 weeks in advance, or earlier, as soon as a date and location is scheduled.

Please include the following information in all advertising: Defense Title, Type of Defense (e.g. M.S. Thesis or Ph.D. Dissertation), Presenter, Major Advisor, Time, Day, Date, Location and point of contact (phone and/or email).

ROOM SCHEDULING - DEFENSE

Please remember to schedule enough time for set up and clean up when reserving a room. If audio/video conferencing is necessary, to include all committee members, please contact OIT (Office of Information Technology) at 450-2820 or Biology and Wildlife staff for assistance. (It may be advantageous to also schedule a practice time in the same venue a day or two in advance.)

201 Irving I, Murie Auditorium, Murie 107 (videoconferencing capable) – 7100 / Carol Piser capiser@alaska.edu (Biology and Wildlife Dept.)
Elvey Auditorium / Globe Room – 7243 / Dolores Baker dbaker@alaska.edu (Geophysical Institute)
IARC (check out the conference rm. photos on their website) http://www.iarc.uaf.edu/ is the homepage to make reservations online and receive email confirmation. IARC 401 and 501 are the largest and the site has calendars to determine availability. For emergencies – 474-1584 / Vicky Zins vazines@alaska.edu (IARC)
Butrovich Regents’ Conference Room, RM 109 - 450-8010 / Board of Regents Office
Reichardt Natural Science Facility Auditorium – 474-7941 / Hild Peters hmpeters@alaska.edu (CNSM)
Schaible Auditorium – 6023 / uaf-event-schedule@alaska.edu (Wood Center)
201 O’Neill (videoconferencing capable) – 5840 / Christina Neumann chneumann@alaska.edu (SFOS)

ROOM SCHEDULING – POST DEFENSE

You will also need to reserve a room immediately following the Q&A portion of the public presentation to meet with your committee for approximately 2 – 3 hours of post-presentation questioning by your committee. Below are suggested sites:

IAB Library, 311 Irving I (audioconferencing capable) – 7649 / Jessica Desrochers IAB Director’s Office
Murie Bldg. conference rooms (videoconferencing capable) –7100 / Carol Piser capiser@alaska.edu (Biology and Wildlife Dept.,) 305 or 307 O’Neill (audioconferencing capable) –7188 / Kathleen Buchholz krbuchholz@alaska.edu (SNRAS)
210 WRRB Conference Rm. – at http://www.uaf.edu/research/about/conference-room/ - make reservation online and receive e-mail confirmation, or for emergencies, - 6000 / Patty Jones pjones53@alaska.edu (Center for Research Services)
Sherman Carter Conference Room (in the Butrovich Building) – 8300 / Statewide help desk
Fish Bowl Conference Room (O’Neill Building) (audioconferencing capable)–5840 / Christina Neumann chneumann@alaska.edu (School of Fisheries and Ocean Sciences - SFOS)