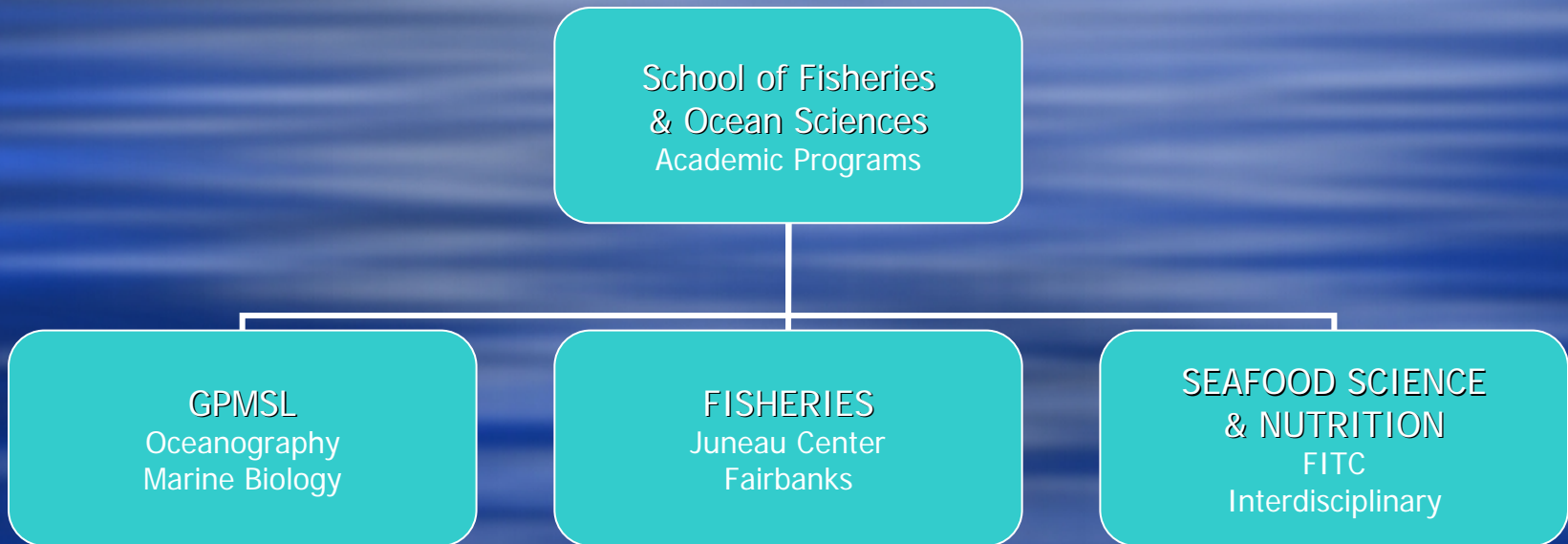


School of Fisheries and Ocean Sciences



About the School

The school was created in 1987 to focus on the fisheries and marine programs throughout the University of Alaska system.



Dr. Denis Wiesenburg

- ◆ Dean of School of Fisheries and Ocean Sciences
- ◆ Professor in Chemical Oceanography
- ◆ Came from University of Southern Mississippi
- ◆ Role in your academic career?
 - ◆ Read Thesis /Dissertation
 - ◆ Concerns



Dr. Mike Castellini



- ◆ Associate Dean of School of Fisheries and Ocean Sciences
- ◆ Professor in Marine Mammals
- ◆ Instructs “Physiology of Marine Organisms”
- ◆ Director of Coastal Marine Institute (CMI)
- ◆ Role in your academic career?
 - ◆ Signs graduate paperwork
 - ◆ Concerns
 - ◆ Academic Programs Supervisor

Academic Programs

FISHERIES

(Juneau & Fairbanks)

- ◆ Director/Program Head:
Dr. Bill Smoker
Office Location: Juneau
(907) 796-6444
- ◆ Undergraduate Fisheries Coordinator:
- ◆ Dr. Trent Sutton
Office Location: 207A
(907) 474-7285
(FAI Fisheries TA Supervisor)

GPMSL

(Graduate Program in Marine Science & Limnology)

- ◆ Program Head:
Dr. Katrin Iken
Office Location: 227 O'Neill
(907) 474-5192

SEAFOOD SCIENCE & NUTRITION

FITC (Fishery Industrial Technology Center)

- ◆ Director/Program Head:
TBA
Interm: Brian Himelbloom

Academic Program Manager Christina Neumann



- ◆ Graduate Student HR: Stipend Letters/Hiring Paperwork/Payroll
- ◆ Academic Budget
- ◆ Courses
- ◆ Graduate Forms
- ◆ Interpreting university rules and policies
- ◆ Help with general information & student concerns
- ◆ **ANYTHING & EVERYTHING ELSE** pertaining to students
- ◆ Hours: M-F 9:30-3:30p (or later)

Academic Program Assistant Madeline Scholl



- ◆ Academic Forms
- ◆ Graduate Applications
- ◆ Room Scheduling
- ◆ Information request letters
- ◆ Interpreting UAF/Grad School policies
- ◆ General Information
- ◆ Hours: 8-5pm (hour lunch)

Recruitment & Retention

Coordinator

Katie Murra



- ◆ Recruitment/Retention of students
- ◆ SFOS Outreach
- ◆ Interpreting UAF /Grad School policy
- ◆ Hours:
Monday-Friday 8-5p
(hour lunch)

Graduate School



- ◆ Interm Dean: Dr. Larry Duffy (not pictured)
- ◆ Manager: Laura Bender
- ◆ Coordinator: Shelley Baumann
- ◆ Coordinator: Juan Goula

<http://www.uaf.edu/gradsch/>

HOURS: 8a-6p M-F
Room 202 Eielson

Information Systems (The tech men)

- ◆ Systems Network Manager
John Haverlack
- ◆ Systems & Software Engineer
Gary Newman
- ◆ Program Analyst
Mark Vallarino
- ◆ IS Assistants
Raymund Hawley
Yavor Markov
Ben Hartman



Fairbanks SFOS Buildings

O'NEILL BUILDING

- ◆ Classrooms
 - ◆ 214 O'Neill
 - ◆ 203 O'Neill
 - ◆ Fish Bowl (Conf. room)
- ◆ Fiscal/Dean's office
 - ◆ 245 O'Neill
- ◆ Academic Programs
 - ◆ 213 O'Neill
- ◆ Grad Offices
 - ◆ 108 O'Neill
 - ◆ 147 O'Neill
- ◆ Commons Area
 - ◆ Lunch tables
 - ◆ Computers
 - ◆ "Liquid 30"

IRVING II

- ◆ Classrooms
 - ◆ 138 IRV II
 - ◆ Computers
- ◆ Institute of Marine Science (IMS)
- ◆ Grad. Offices
 - ◆ 138B IRV II
 - ◆ 139 IRV II

Arctic Health Building

- ◆ Fisheries Lab
- ◆ Grad. Offices
 - ◆ Room TBA

**Parking located behind the
O'Neill Building- Permits
Required.**

**BE CAREFUL WHERE YOU
PARK!!!**

FISCAL OFFICE

245 O'Neill

◆ ADMINISTRATIVE MANAGER

TBA

◆ FISCAL MANAGER

Jennifer Harris

◆ ASSISTANT TO THE DEAN

TBA

◆ PUBLIC INFORMATION OFFICER

Carin Bailey (Homer)

◆ IMS Purchasing/TRVL/Budget

Robbie Hamilton

◆ PROPOSALS

◆ Gretchen Hundertmark

◆ Lori Nunemann

◆ GRANT TECHS

Marilyn Herkstroeter

Yavor Markov

Jacki Wilson

Judy Bridges

◆ FRONT ADMIN. ASSISTANT

Dorene Walrath

General UAF Information

- ◆ Drug & Gun Free Workplace
 - ◆ All campuses of the University of Alaska are drug free places of education and employment. Smoking, alcohol and other controlled substances are not allowed on university property for any reason.
 - ◆ Fire arms of any nature will not be tolerated on university property.
- ◆ Sexual Harassment statement
 - ◆ The University of Alaska sees to prevent sexual harassment of its employees, students and applicants for employment or admission. There are established guidelines for investigation of allegations. It is your responsibility to be respectful of others' sensitivities and to communicate clearly if you are offended.

Important Information

- Fee Payment
Stipends to Graduate School First!
Last day: Sept. 14 (Friday)
- Due May 15th (every year) 😊
Appointment of Committee, Annual Report and Graduate Study Plan (GSP) forms.
- Communicate with your advisor- VERY IMPORTANT.
- Read the SFOS Handbook and UAF Catalog regulations
- Student Affairs Committee

More Important Information...



- ◆ Printer Locations
 - ◆ Paper
 - ◆ Ink
- ◆ Keys
 - ◆ Your responsibility
- ◆ Student Mailboxes
 - ◆ Not for personal mail/confidential
- ◆ Shower Locations
- ◆ Parking Decals
- ◆ Polar Express
- ◆ Rasmuson Library Media Desk

Traveling?

TA No. 506304 (Sample) UNIVERSITY OF ALASKA TRAVEL AUTHORIZATION *** Training purposes only ***

Traveler's Name: SpongeBob Squarepants Dept. Name: _____
 BANNER ID: 55555 Dept. Contact: _____
 Employee Non Employee Student Volunteer Dept. Phone: _____
 Mailing Addr: 111 Pineapple House Dept. Address: _____
Bikini Bottom, Ocean
 Reason for Trip: Collect Samples (Jellyfish) ARE YOU A CITIZEN OR PERMANENT RESIDENT? YES NO
for research project If you are not a University of Alaska Employee and Answered "NO" Please fill out a TSOE form.
 Travel From: Fairbanks Dept. Travel Card Used [] No [] Yes # _____
 Travel To: Bikini Bottom Dept. PCard Card Used [] No [] Yes # _____
 Date Leaving: June 1, 2010 Return Date: June 3, 2010 Other Procurement Used [] No [] Yes # _____
 Meeting Dates: June 2, 2010 Comments: _____
 Personal Dates: _____ =>Agenda/Schedule must be provided for all conference travel.
 _____ =>Comparison Itinerary Must be provided when personal leave dates are included.

Meal and Incidentals: Per Diem _____ OR Actual _____
 Claiming less than allowable Per Diem _____
 Do you require approval? _____
 Standard Lodging rate _____ x 150% = _____
 For approval of Lodging greater than 1.5 times (150%) the Standard Per Diem Rate, FAX this authorization form to your MAU Travel Administrator - PRIOR to any financial comment.

Estimated Costs:
 Transportation : Mode of Travel Air \$ 1000.00
 Lodging 2 Days at \$ 100 \$ 200.00
 Meals 3 Days at \$ 44 \$ 132.00
 Car Rental _____
 Other (specify) Boat rental \$ 100.00
 TOTAL TRAVEL \$ 1432.00

* I understand I must request the discount rate offered to government agencies and obtain the most economical rate available. Insurance costs will not be reimbursed. Exceptions must be approved in advance by the travel administrator.
 ** I understand that a travel advance must be cleared when the travel expense report is filed, and if not cleared within 30 days of return that the advance may be withheld from my pay check. **Travel Advance (if Applicable) Amount Requested:** _____

I will ensure that an expense report, with required documentation, is submitted within 15 days after travel has been completed. Regent's Regulation R05.02.06 A. 14. b. (2) Original receipts should be submitted. If not submitted, the reason for the failure to do so must be explained on the expense report.

Traveler's Signature: Your signature Date: 5-10-2010
 Supervisor / Dept. Head: Supervisor signature Date: _____
 Dean/Director (out of state approval): _____ Date: _____

Signatures above attest that information recorded on form is a true, accurate, and complete representation of intentions related to performance of university-related business activities.
 If for any reason the travel as requested is changed, a revised request will be submitted immediately for approval.
 No travel is to be performed until an approved authorization for specific dates is returned to the traveler.

Encumbrance Maintenance

Fund	Orig	Acct	Amount
103010	55555	5555	

TOTAL TRAVEL AMOUNT _____
 Less Travel Card Amount <- _____>
 Less ProCard Depart. Card Amount <- _____>
 Less Other Amount(s) <- _____>

\$ _____ Encumbrance Total \$ _____

Entered By: _____ Date: _____ Comments: _____

WHITE - Travel Office YELLOW - Dept. Copy Travel Forms / 02/2007

UNIVERSITY OF ALASKA TRAVEL EXPENSE REPORT
 EXPENSE REPORTS MUST BE FILED WITHIN 15 DAYS OF COMPLETION OF TRAVEL

Fund (6) 103010 Org (5) 55555 Account (4) 5555 TOTAL 0.00

Traveler Name: SpongeBob Squarepants Employee Student Other Dept.
 First MI Last ID# 5555555
 Dept. School of Fisheries and Ocean Sciences Phone _____
 Purpose Collect Samples for Research Project (optional)

Send check: Home Dept.
 FINAL PARTIAL

Prior Encumbrance
 Campus TA # _____
 TR # _____
 Issued to: _____
 Travel Card Used? YES NO
 Confirmation Code: _____
 Advance Issued? YES NO
 Date: _____ Check #: _____

Year	Month	Day	Mon	Tue	Wed	THUR	FRI	SAT	SUN	TOTAL
2005	6	1								
TRAVEL TIMES										
Day of Week			Mon	Tue	Wed	THUR	FRI	SAT	SUN	TOTAL
Month/Day			6/1	6/2	6/3					
Depart From			FAI		BB					
Departure Time			600A		200P					
Arrival At			BB		FAI					
Arrival Time			800A		400P					
Travel Via			AIR		AIR					
Lodging			\$100.00	\$100.00						\$200.00
Meals										\$0.00
Including Tips										\$0.00
Per Diem			\$33.00	\$44.00	\$33.00					\$110.00
Parking										\$0.00
Tele. and Teleg.										\$0.00
Misc. (A)			\$0.00	\$100.00						\$100.00
Ground Transportation										\$0.00
Airfare			\$999.00							\$999.00
Registration										\$0.00
Sub Total			\$1,132.00	\$244.00	\$33.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,409.00
a) Boat Rental										\$0.00
b) Partial										\$0.00
c) Travel Card/TR										\$0.00
d) ProCard Registration										\$0.00
Adjusted Total										\$1,409.00
Advance										\$0.00
BAL. DUE										\$1,409.00

Car mileage detail form must accompany expense report if applicable.

Payment requested must comply with current University of Alaska travel regulations.
 If Airfare is utilized, form and method of payment is required, showing who paid.

Receipts are required for ALL reimbursements being claimed. Agenda/Schedule **MUST** be attached for all conference/traveling travel. Comparison Itinerary **MUST** be attached for combined personal/business travel.

Traveler's Signature: Your signature Date: _____
 Supervisor or PI of acct using: Supervisor signature Date: _____
 Dean's/Supervisor's Signature: _____ Date: _____

Finvacs Rev. 6/29/2007 - 2:16 PM - Travel Expense

Fun? What's that?



- ◆ Thanksgiving Feast-
November 21
- ◆ Movie Nights
- ◆ Pizza Parties (Fall and
Spring)
- ◆ Ocean Currents (TBA)
- ◆ IMS & FISH Seminar's
and Defenses
- ◆ AFS Spring Picnic
- ◆ Ideas for fun functions?
- ◆ "Liquid 30"

Helpful Websites

- ◆ <http://www.abdsurvivalguide.com/>
 - ◆ Free monthly e-mail newsletter which focuses on ways to overcome dissertation obstacles.
- ◆ <http://www.ucc.vt.edu/stdysk/stdyhlp.html>
 - ◆ Suggestions on proofreading, time sched., writing papers, how to read difficult books etc.
- ◆ <http://www.uaf.edu/gradsch/students/current/forms.html#current>
 - ◆ Graduate School Forms

QUESTIONS?

