

SAMSI Postdoctoral and Graduate Student Fellows Responsibilities and Required Activities 2007-08

1. Offices (second floor unless noted otherwise):

- **Postdoctoral Fellows:** Shared offices assigned
- **Postdoctoral Associates:** Share desks in 118 (first floor) – no permanent assignments
- **Graduate Student Fellows (visiting):** Three desks available in 219
- **SAMSI Graduate Student Fellows (local):** “As available” desks in 219 or lunch room (Note that there is wireless throughout the building if you have a laptop.)

2. Mentors:

- **Technical Mentor:** Research guidance with weekly/biweekly meetings
- **Administrative Mentor:** Non-technical matters, monthly (brief) meetings

3. Postdoc Lunches: one Wednesday each month 11:45 am-1pm

- All SAMSI - NISS Postdoctoral Fellows and Associates, All Visiting Postdoctoral Fellows
- Panel of SAMSI directors and senior researchers answer questions about career issues
- Topics proposed by postdocs - please inform Nell Sedransk of requests or suggestions
- SAMSI postdocs should plan to see your administrative mentor that day

4. Postdoc/Grad Student Seminar Series: 3-4:15 pm

- Weekly, alternating Wednesday and Thursday, with extra seminars scheduled as needed
- All SAMSI - NISS Postdoctoral Fellows and Associates, All Visiting Postdoctoral Fellows
- All SAMSI Graduate Student Fellows, All Visiting Graduate Student Fellows
- Every participant to make a presentation each semester, to critique other presentations
- Sessions can include a series of short presentations about SAMSI working groups
- Sessions can include 50 minute talks about SAMSI research - (e.g, interview preparation)
- Sign up with Nell Sedransk (volunteers for early in the year are very much appreciated)

5. Working Groups, and SAMSI Courses:

Working groups are the main research vehicles of SAMSI programs

- **Postdoctoral Fellows and Full-time Associates including Visiting Postdoctoral Fellows**
 - Participate in 2 - 3 Working Groups (possibly more at the beginning before focusing research interests; but serious commitment to 1-2 necessary for strong research contribution)
 - Participate in all SAMSI Courses for your program
- **Postdoctoral Associates with part-time appointments**
 - Participate in 1 or more Working Groups (as other responsibilities permit and your SAMSI mentor agrees)
 - Participate in all SAMSI Courses for your program
- **Graduate Student Fellows including visiting Graduate Students:**
 - Participate in 1 - 2 Working Groups (depending on coursework and dissertation research; only a single working group for partial RA support)
 - Participate in all SAMSI Courses for your program
 - Register for credit at your university if SAMSI RA

- **Working Group Web Masters**
 - Set up working group web pages with separate password site for copyrighted materials, working drafts (see Katherine Kantner)
 - Maintain the web pages with weekly synopses, slides from presentations, reference materials, working drafts and plans for the next week
 - Manage the WebEx connections including scheduling meetings, operating equipment (for difficulties see James Thomas or Sue MacDonald)

6. Graduate Fellow Presentation Day: 7 May 2008

- **SAMSI Graduate Student Fellows and Visiting Graduate Students:**
 - 30 minute presentation on SAMSI research activity
 - Participation for entire day required
- **Postdoctoral Fellows:** attendance requested

7. Education and Outreach Responsibilities

- **Undergraduate workshops: (RISK) 9-10 November; (Random Media) 29 February-1 March**
 - **Postdoctoral Fellows, Associates:** Required planning/presentation/participation (your program)
 - **Graduate Student Fellows:** Requested participation (required for SAMSI Fellows – your program)
- **Interdisciplinary Workshop for Undergraduates: May 19-23, 2008**
 - **Postdoctoral Fellows, Associates:** Required planning/presentation/participation

8. Travel of Postdoctoral Fellows

- **Plans:** Notify both Nell and Sue beforehand if you are planning to be away
 - Non-American citizens check with Rita to avoid visa trouble
- **Funding:** See Jim Berger
 - Funding of one conference is guaranteed (if presenting)
 - Additional conferences are sometimes possible

9. Computing Issues

- **Assistance with computers:** See James Thomas
- **Software needs:** See Jim Berger
- **PLEASE:** NO illegal downloads!

Remote connection to universities is easy; remote connection to SAMSI is not.

10. Research Reporting Requirements

- **Graduate Student Fellows including visiting Graduate Students**
 - Research activity plan is due by **12 October**
 - First progress report due **30 November**
 - Second progress report due on **14 March**
 - Final report is due on **7 May**
- **Postdoctoral Fellows and Associates including visiting Postdoctoral Fellows**
 - Research activity plan is due by **19 October**
 - First progress report due **7 December**
 - Second progress report due on **21 March**

- Final report is due on **14 May**
- SAMSI Experience Evaluation is due on **14 May**

11. SAMSI Workshops (all fees waived but registration required)

- **Postdoctoral Fellows and Associates including visiting Postdoctoral Fellow**
 - **All workshops in your program:** attendance/assistance required
 - **All other local workshops:** attendance required at **tutorials**; full workshop (optional)
- **Graduate Student Fellows including visiting Graduate Students**
 - **All workshops in your program:** attendance required (class schedule permitting)
 - **All other workshops:** attendance optional
- **Workshop Responsibilities**
 - **Postdocs and Graduate Students:** Assistance schedule on Postdoc webpage
 - Arrive 45 minutes before first session; remain until equipment is stored overnight or returned
 - Assist with posters – move or store as appropriate each night
 - **Speakers' presentations:**
 - Greet speakers, obtain slides, load on computer and memory stick the afternoon before (at the latest, the morning of) presentation
 - Transfer slides to web/deliver memory stick to Katherine after day's last session
 - **Equipment:**
 - Inventory (if not at SAMSI) day before and when delivered; inventory again before taking back to SAMSI (only big screen and sound system remain at Radisson)
 - Remain close to equipment throughout presentations to trouble-shoot as needed

Planned Workshop Schedule (as of 1 October 2007, updates at samsi.info)

2007

September

16 – 19 Risk Analysis, Extreme Events, Decision Theory Opening Workshop (R)
 23 – 26 Random Media Opening Workshop (R)

October

3 – 4 Risk: Perception, Policy, Practice (R)

November

2 – 3 Infinite Possibilities (undergraduate workshop) NCSU
 9 - 10 Undergraduate Workshop – Risk Program SAMSI

December

6 – 8 Imaging and Signal Detection SAMSI

2008

January

13 – 16 Environmental Sensor Networks Opening Workshop (R)
 22 – 24 Extremes: Events, Models and Mathematical Theory (R)

February – March

29 – 1 March Undergraduate Workshop – Random Media Program SAMSI

April

May

7 SAMSI Graduate Fellows Presentation Day SAMSI
 19 – 23 Interdisciplinary Undergraduate Workshop NCSU
 21 – 24 Risk Transition Workshop and Interface: Focus on Risk Durham Marriott

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|-------------|-----------------------------------------------------|------|
| June | | |
| 2 - 13 | Summer Program on Meta-Analysis | (R) |
| July | | |
| 21 - 29 | Industrial Math/Stat Workshop for Graduate Students | NCSU |

(R): Radisson

12. The NISS Building

Regulations, security and building operations are set by NISS (Alan Karr, Director)

- **First Floor:** NISS space except for classroom and special use of 118
- **SAMSI Lunch Room:** For everyone's use, observe kitchen rules
 - Clean up (there is no cleaning staff and no dishwasher !)
 - Refrigerator is cleaned out every Friday at 2 pm
 - Contact Denise Auger about equipment failure, breakage or accident
- **Off-hour Building use:**
 - Security alarm is ON (close door within 15 seconds)
 - Do **not** use Back Door to Building
 - If Alarm sounds, **stay** in the Building until PMI, Security Service or police arrive