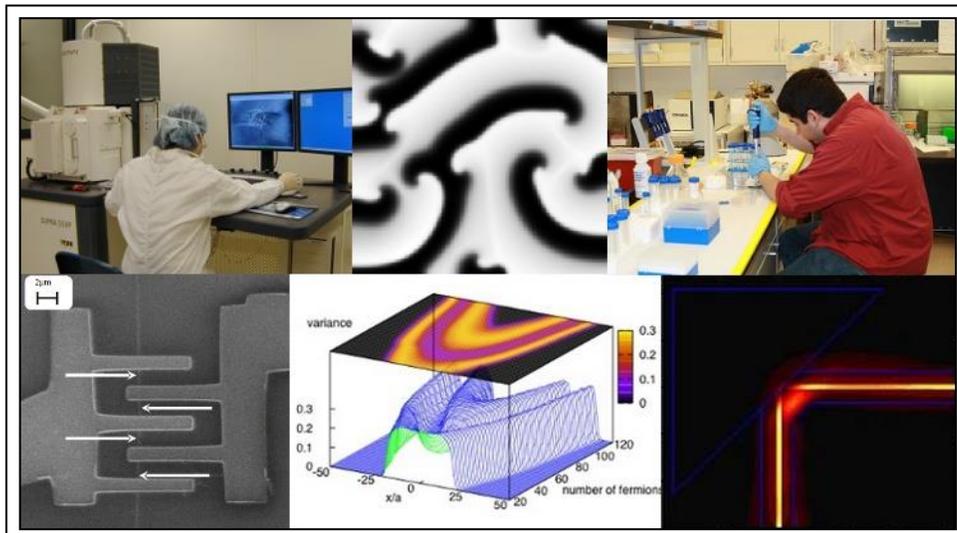


GEORGETOWN UNIVERSITY

Graduate Student Handbook

Department of Physics

2015-16



Welcome to the Department of Physics!

Welcome to the Physics Graduate Program at Georgetown University. We offer degree programs leading to a Ph.D. in Physics or an M.S. in Physics. Within the Ph.D. program, students may choose between two tracks: the Industrial Leadership in Physics (ILP) track and the Standard Physics track. The two tracks share advanced coursework in core topics in physics, curricular components that emphasize development of communication and teamwork skills, and original research that leads to a dissertation.

- The ILP track is designed for students interested in industrial or entrepreneurial careers. The curriculum features training in business fundamentals and the opportunity to engage in a year-long apprenticeship at the site of an industrial partner.
- The Standard Physics track offers a more conventional curriculum that prepares students for research careers. In this track, students can tailor specialized elective coursework to their research interests and career goals.

Faculty research in the department falls broadly within the field of condensed matter physics. Areas of current interest include biophysics, hard condensed matter, micro and nano technology, optics and imaging, soft condensed matter, statistical physics, and ultracold gases.

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1. General Information

The Graduate Student Handbook covers academic topics including registration information, requirements for Ph.D. and Master's degrees, and the graduate student honor code. A section on financial aid addresses assistantships, additional employment, and taxes. Information about the Industrial Leadership in Physics program is also included. The official Graduate Student Handbook resides on the department website and will be updated frequently. For more information on any of these topics, please contact the Graduate Program Coordinator.

The Department of Physics is located on the fifth floor of the Reiss Science Building.

Mailing address

Georgetown University
Department of Physics
Reiss Building Room 506
37th & O Streets NW
Washington, DC. 20057-0995

Telephone numbers

Department office	(202) 687-5984
Department fax	(202) 687-2087
Graduate program office	(202) 687-5592

Personnel (2015-16)

Department Chair	Amy Liu
Director of Graduate Studies (DGS)	Jim Freericks
Graduate Program Coordinator (GPC)	
Administrative Officer	Mary Rashid
Secretary	Janet Gibson
Graduate Committee	Paola Barbara, John Currie, Jim Freericks, Peter Olmsted, and Makarand Paranjape

Graduate student offices

Regents 116	(202) 784-7159
Reiss 501C	(202) 687-2301
Reiss 556	

2. Financial Aid

Assistantship

The Graduate School promises five years of full financial support for full-time Ph.D. students who maintain satisfactory academic progress. Students in the first two years of the physics program are typically supported by Teaching Assistantships from the Graduate School. Beyond the second year, students are usually supported through Research Assistantships with funds provided by a combination of fellowships, faculty research grants, and departmental funds. Students on the ILP track may also receive apprenticeship grants.

The stipend for the academic year is set each year by the Graduate School. For the 2015-16 academic year, the stipend is \$26,000. This stipend is paid biweekly from September through April.

From May through August, the physics department provides full-time Ph.D. students a summer stipend. This stipend is paid biweekly. The summer stipend is significantly less than the stipend during the academic year, so students should to plan accordingly. The summer stipend type and amount depends on how far along the student is in the program:

- The summer following the first academic year, students receive a non-service fellowship in the amount of \$5,500. During that first summer, all students are expected to prepare for the Comprehensive Exam and engage in research. Students on the ILP track should also take the required ILP-related summer courses.
- In subsequent summers, students receive a service stipend. The stipend amount is \$5,500 for those who have not yet passed the qualifying exam. The stipend increases to \$6,500 after a student passes the qualifying exam.

Teaching Assistantships

Whether working in industry, academia, or the public sector, a scientist must be able to communicate effectively with different audiences. Working as a Teaching Assistant (TA) helps students develop these skills. It also provides opportunities for students to solidify their understanding of basic physics.

In the physics department, graduate-student TAs typically lead laboratory and tutorial sections of undergraduate physics courses. Course materials are provided by a faculty instructor. Preparation is key to success as a TA. Most TA assignments include a mandatory weekly TA meeting during which TAs work through the laboratory or tutorial activities together, try to identify technical and conceptual problems that might arise in class, and discuss strategies for addressing these issues. The meeting may also

involve equipment set-up. In addition, most TAs are expected to hold office hours and grade homework, labs, or exams.

To avoid potential conflicts of interests, a graduate student who is working as a TA for a course should not simultaneously serve as a paid tutor for a student in that course.

Additional Jobs

Graduate School Assistantships carry a service responsibility of 15 hours a week. During the academic year, no graduate student may work more than 20 hours per week while on an assistantship. Under Graduate School regulations, students may therefore work up to 5 additional hours per week for Georgetown University. Students are responsible for ensuring they do not work more than 20 hours per week. International students should be especially vigilant. If international students work more than 20 hours per week, they will be in violation of immigration law.

Students receiving a non-service fellowship stipend (e.g., the summer stipend between the first and second years), are not permitted to work for Georgetown University.

The physics department strongly discourages students on an assistantship from seeking additional work, as the purpose of the assistantship is to allow students to focus full time on coursework or research. Taking on additional work can interfere with academic progress, and failure to maintain satisfactory progress can result in termination of the assistantship.

Taxes

Before beginning a teaching assistantship, international students should meet with Lawrence Smith in the Tax Office. His contact information can be found on the [Tax Office website](#).

3. Registration

Students should register for classes through [MyAccess](#). Students are responsible for registering for the appropriate courses in a timely manner.

Registration Holds

A registration hold may be placed on a student's record for a variety of reasons. Common causes include failure to supply documentation of immunizations, an outstanding balance with the [Office of Student Accounts](#), incomplete forms with the [Office of Student Financial Services](#), and incomplete academic records with the Graduate School.

- When a registration hold has been placed on a student's record, **the student must contact the appropriate office or department and clear the hold before he or she will be permitted to register.**
- Students must clear registration holds and register before the end of the Add/Drop period or they risk being withdrawn from the University for failure to register.

Undergraduate Courses Taken for Graduate Credit

A student may request graduate credit for an undergraduate course if it is required to complete degree requirements or if it is used as a substitute for a required graduate course.

- Petitions to take undergraduate courses for graduate credit must be supported by a signed Tutorial Registration Form and submitted no later than the final day of the Add/Drop period.
- The course instructor must specify on the form the additional work required of the student to justify the award of graduate credit. Requests submitted without specifying such additional academic effort will not be approved.
- The completed form must be approved by the Director of Graduate Studies and the Graduate School. Without such approval, only undergraduate credit will be shown on the student's transcript.
- The student is responsible for insuring that the form is prepared and approved during scheduled registration periods. Graduate credit for such courses will not be awarded retroactively.

4. Expectations of Graduate Student Integrity

Please refer to the [Graduate Bulletin](#) for the complete guidelines on academic integrity.

As stated in the Graduate Bulletin:

- Graduate students should adhere to the values of “honesty, trust, fairness, respect, and responsibility.” Students should maintain the highest standards of academic integrity while pursuing of their academic goals.
- Academic misconduct may include, but is not limited to, plagiarism, unacknowledged paraphrase, cheating, fabrication of data, and fabrication, alteration, or misrepresentation of academic records. Facilitating academic dishonesty, unauthorized collaboration, misuse of otherwise valid academic work, misuse of academic resources, and depriving others of equal access to academic resources are also considered academic misconduct.

Cases of alleged academic misconduct are adjudicated by the Dean of the Graduate School. Anyone who has reason to believe that a graduate student has acted in violation of academic integrity standards is urged to report the case in writing to the [Dean of the Graduate School](#).

5. Expectations of Graduate Student Progress (M.S. & Ph.D.)

The Graduate School requires a minimum GPA of 3.0 at graduation. Therefore, when a student’s GPA falls below this level, or when a student receives an “F” in a course, the student will receive warnings from the Graduate School. Receipt of a second “F” results in termination from the degree program.

Within the physics program, a graduate student who receives a “C” as a final course grade will be given an oral warning. Upon receiving a second “C” the student will be issued a written warning. Receipt of a third “C” results in termination from the program.

Students who have finished all of their coursework are expected to be making satisfactory progress in their research. Satisfactory progress is assessed by the research mentor, the thesis committee, and the graduate committee. Failure to meet the appropriate progress will trigger a written warning. Continued failure can trigger withholding of pay and/or termination from the program.

Yearly Progress Report

Students are required to submit a progress report by September 15th of each academic year for their work from the prior year. Review of these reports will serve as one of the means for determining satisfactory academic progress within the program.

First year

For students who have finished their first year of course work, the report should include a list of courses that were successfully completed, examination requirements fulfilled, and a paragraph outlining the expectations for the next year. This document will be reviewed by the Director of Graduate Studies (DGS) and the Chair of the Department.

Second Year

For second year students, this report will contain a list of courses, both completed and outstanding, necessary to fulfill departmental requirements. There should also be a paragraph describing all research rotations completed. Each student should also include a description of their trajectory within the program (ILP or Standard), with a description of progress made toward securing a research apprenticeship or position within a research group. A single paragraph outlining goals for the next year is also required. This report will be submitted to the DGS, Chair of the Department, and if the student has joined a research group it will also be provided to the Advisor(s).

Third Year

For third year students the report should include a discussion of current research projects either ongoing at Georgetown or performed during the Apprenticeship. Any milestones such as fellowship applications, awards, and publications should be included. If the student is on the standard track, they should list the members of their thesis committee. If the student has returned from an ILP apprenticeship, they should list their accomplishments made. The student must also submit a single paragraph outlining goals for the next year, such as preparation for the qualifying exam. This report will be submitted to the DGS and Chair of the Department, and provided to the Advisor(s), and if established, all members of the thesis committee.

Fourth Year and Beyond

For fourth year and those beyond the fourth year, the report should include a brief description of current research topics, and any milestones to date. For example, publications and fellowships, a list of talks given at scientific meetings, refereeing duties, and any accolades. The report should also list the names of thesis committee members. The student must also submit a single paragraph outlining goals for the next year. This report will be submitted to the DGS and Chair of the Department, and provided to the Advisor(s) and all members of the thesis committee.

Review of reports

Reports will be reviewed by all relevant faculty. If faculty approve of the report, this will be sent to the student and indicates maintaining satisfactory progress within the program unless they have been informed otherwise. If faculty raise questions about the

report that cannot be successfully responded to by the student, the thesis committee or an ad hoc committee set by the DGS will evaluate the student's progress with additional scrutiny to determine if satisfactory academic progress is being made.

Requirements and Milestones

- Complete coursework (34 credits required) by end of third year, with most completed in first three semesters.
- Pass comprehensive exam during summer after first year; may retake once if failed; two failures results in termination from the program
- Join a research group (typically by the second year)
- Form dissertation committee within 16 months of completion of coursework, or within 10 months of completion of apprenticeship
- Pass qualifying examination within 18 months of completion of coursework, or within 6 months of completion of apprenticeship; if failed, must retake within 3-6 months; two failures results in termination from the program
- Submit dissertation proposal within one year of passing the qualifying examination
- Complete written dissertation with draft due to committee members six weeks before defense
- Pass dissertation defense within 5-7 years of entering the program; if failed, must attempt second defense within three months; two failures results in termination from the program
- Complete any necessary revisions to dissertation
- Submit final dissertation to the graduate school and apply for degree

6. Additional Requirements for Graduate Students

Colloquium

The colloquia are valuable educational events that provide an introduction to areas of current research. The speakers generally present talks appropriate for non-experts. Graduate students are encouraged to suggest speakers and topics for colloquia.

- First-year graduate students are required to register for the colloquium course (PHYS-501 in the fall and PHYS-502 in the spring). The course is graded on a pass/fail basis. Students are expected to attend each colloquium and to participate in the faculty-led discussion later in the week. If circumstances such as illness or an emergency prevent attendance, the student should notify the instructor of record.
- Beyond the first year, colloquium participation is one of the requirements for making satisfactory academic progress. Non-first year students are expected to attend at least five colloquia each semester. Exceptions will be made for students who are conducting research off-campus or who have a conflicting class or TA assignment.

Intellectual Property Course

All PhD students are required to take Intellectual Property Issues course (PHYS-523). The course is graded on a pass/fail basis and will only be offered during the summer every 2-3 years.

Lab Rotations

Lab rotations allow students to learn about research in different groups and to develop their experimental and/or computational skills. The purpose is to help students decide what type of research they would like to pursue for their dissertation work. Students typically engage in two lab rotations (each worth 1.5 credits) during the fall semester of their second year. Each rotation lasts for half a semester. Students are expected to spend about 10 hours per week on their lab rotations. Students must enroll by filling out an add/drop form and obtaining permission/signature of the instructors.

7. Ph.D. Degree Requirements

For students who entered the program in Fall 2010 or later:

Ph.D. students must complete at least 34 credits of graduate coursework in physics and related fields (nine courses of 3-credits or more; seven of which must be in physics), pass the Comprehensive and Qualifying Exams, and successfully complete and defend a dissertation.

Coursework

The coursework typically includes at least 15 credits in the core topics of quantum mechanics, electricity and magnetism, statistical mechanics, and condensed matter physics, at least 4 credits in experimental and/or computational methods, and 3 credits of lab rotation. In addition, first-year students are required to take the colloquium course (see section 6). The ILP component of the coursework includes at least two introductory business courses, a seminar on intellectual property issues, and a course on industrial physics. Remaining electives for both the ILP and traditional tracks should be chosen in consultation with the research mentor and the DGS.

A typical schedule of courses for the first two years is shown below.

	Standard Physics Track	Industrial Leadership Track
Fall of Year 1	Quantum Mechanics I Electricity and Magnetism Statistical Mechanics Colloquium	Quantum Mechanics I Electricity and Magnetism Statistical Mechanics Colloquium
Spring of Year 1	Quantum Mechanics II Solid State Physics I Computational Physics Colloquium	Quantum Mechanics II Solid State Physics I Computational Physics Colloquium
Summer	Lab Rotation Intellectual Property Issues	Lab Rotation Intellectual Property Issues
Fall of Year 2	Solid State Physics II Soft Condensed Matter Elective I Lab Rotation	Sensors & Digital Electronics Elective I Finance/Accounting/Marketing Lab Rotation

Comprehensive Examination

All Ph.D. students must pass a comprehensive examination covering quantum mechanics, electricity and magnetism, condensed matter physics, and statistical mechanics, all at the advanced undergraduate level.

The exam consists of two four-hour written parts administered over two consecutive days. It is given once a year, during the summer. If a student's performance on the written exam is borderline between satisfactory and unsatisfactory, the graduate committee may request that the student take an oral exam to allow for a better assessment.

Full-time students must take the exam before the beginning of their second year. Those who do not pass the exam can take the exam the following year, but students who do not pass the exam before the beginning of their third year will be terminated from the degree program.

Part-time students must take the exam by the first summer after completion of their coursework. Part-time students who do not pass can take the exam again the following summer. Failure to pass at that time will result in termination from the Ph.D. program.

Thesis Committee

Students are required to form their thesis committee before taking the qualifying examination. The committee must include at least three members of the ordinary faculty of the Department of Physics and one faculty member from outside the physics department. There must be at least one experimentalist and one theorist on the committee. For ILP students, the Industrial Apprenticeship mentor is usually invited to be a member of the committee as well.

All members of the committee must hold the Ph.D. and must either be a faculty member at a university or hold a professional appointment in a non-academic research institution that is equivalent to the academic rank of assistant professor or above.

Students should submit the proposed thesis committee to the graduate committee of the physics department for approval at least six weeks before the qualifying examination.

Once the student has passed the qualifying examination, the thesis committee will meet at least annually to receive a progress report from the candidate, and to ensure that the research is progressing towards a timely conclusion.

Qualifying Examination

Students must take a qualifying examination in which they give written and oral presentations to their thesis committee. The report and presentation should describe the work done while on apprenticeship (if applicable), discuss research progress to date, and present the proposed thesis project.

- Students on the ILP Track should take the examination within six months of the completion of the apprenticeship. ILP students who will not begin an apprenticeship within 12 months of the completion of their coursework should take their qualifying examination before their apprenticeship begins, and not later than 18 months after the completion of their coursework.
- Students on the standard track should take the examination eighteen months after completion of coursework.

The student must provide committee members the written report at least two weeks prior to the oral presentation. There is no length requirement for the written report. As a rough guideline, many students find that about 15-20 pages are needed to describe their apprenticeship work (ILP track), motivate their thesis proposal, and present preliminary results. For the oral exam, the student should prepare a 30-minute presentation.

Following the presentation, the committee members take turns asking questions. While many of the questions will arise from the student's written and oral presentations, the committee members may ask questions that probe the depth and breadth of the student's knowledge of the broader research field.

Passing the qualifying examination, and therefore advancing to doctoral candidacy, requires the unanimous approval of the thesis committee. Students who fail their qualifying examination must retake the exam no less than three and no more than six months after the failed examination. Students who fail the exam a second time will be required to leave the Ph.D. program.

Dissertation Proposal

Within one year of passing the qualifying examination, students must file their [Dissertation Proposal Form](#) with the Graduate School. Each member of the thesis committee, as well as the Director of Graduate Studies, must approve the form before it is submitted to the Graduate School.

Dissertation and Defense

Students should consult the Graduate School's [Guidelines for Dissertation and Thesis Writers](#) before beginning the dissertation and should adhere to these formatting and procedural requirements during its preparation.

Coordinate with your committee to pick a date/time for your defense two months before your targeted date. You will need reserve a room with the Graduate Program Coordinator in addition to electronically submit a dissertation abstract.

Committee members must be given a draft of the dissertation at least six weeks prior to the target date for the oral defense. Before the defense can be formally scheduled, the committee must certify by majority vote that there is a reasonable expectation that the student will be able to address any shortcomings in the dissertation and that only minor revisions will be required after the defense. The [Doctoral Dissertation Reviewers Report](#), which certifies that the dissertation is ready for defense, must be filed with the Graduate School at least one week prior to the oral defense.

Upon submission of the Doctoral Dissertation Reviewers Report, the defense will be publicly listed in the Graduate School's online [Doctoral Defense Schedule](#).

The dissertation defense begins with a public presentation by the candidate. The candidate delivers a 30-minute oral presentation. Any member of the academic community may attend and address questions to the candidate during the public phase of the exam. Following the public phase, the committee meets alone with the candidate to ask additional questions.

Immediately following the defense, the thesis committee holds a closed meeting to decide whether the defense was successful. Passing the dissertation defense requires the approval of all or all but one of the committee members. A student who does not pass the defense on the first try is allowed a second attempt, which must be made within three months of the first attempt. Students failing the dissertation defense for the second time will be dismissed from the Ph.D. program.

Students should consult the Graduate School's [Dissertation & Thesis Information](#) website for regulations on filing the final version of the dissertation.

Plan Modifications

Requests for modifications to the standard course of study must be made to the graduate committee of the Department of Physics in the form of a written plan of study that lists all of the proposed coursework and provides a rationale for the proposed modifications. The plan must provide the necessary preparation for the student's academic and professional goals, and all necessary pre-requisites for the proposed courses must be satisfied.

For students who entered the program in 2009 or earlier:

For a Ph.D. degree, students must complete at least 40 credits of graduate coursework in physics and related fields, pass comprehensive and qualifying examinations, and successfully complete and defend a dissertation.

Coursework

The coursework must include at least 13.5 graduate credits from courses in quantum mechanics, electricity and magnetism, condensed matter physics, and statistical mechanics and at least 9 credits in experimental and/or numerical techniques. The remaining elective credit should be chosen in consultation with the faculty and approved by the graduate committee.

Students in the ILP program are normally expected to complete 9.5 credits of business fundamentals, 3 credits of colloquium, 3 credits of laboratory rotations, Industrial Problems in Physics (2 credits), and an industrial apprenticeship. All apprenticeships must be approved by the graduate committee.

All other degree requirements are identical to the requirements for students matriculating in 2010 and later.

For information about the changes to requirements for the Master's in Passing, please see "Master's Degree Requirements" below.

8. Master's Degree Requirements

For students who entered the program in Fall 2010 or later:

Students pursuing the M.S. degree may elect to follow one of two tracks:

- **M.S. without a thesis:**
Students must complete at least 30 credits with at least seven graduate physics courses of three credits or more. They must also complete at least two additional department-approved courses.
- **M.S. with a thesis:**
Students must complete at least 27 credits with at least seven graduate physics courses of three credits or more and at least one additional department-approved course. They must complete and defend a thesis. Further information is included below.

Thesis

For an M.S. thesis, students are required to form a thesis committee consisting of their research advisor, the director of graduate studies (or an alternate appointed by the DGS), and one other member of the ordinary faculty. The M.S. thesis should be based on research performed at Georgetown or during an industrial apprenticeship.

Students must file a [Thesis Proposal Form](#) with the Graduate School. At the latest, this should be done at the beginning of the semester during which the student plans to apply for the degree. Each member of the thesis committee must approve the form before it is submitted to the Graduate School.

Students should consult the Graduate School's [Guidelines for Dissertation and Thesis Writers](#) before beginning the thesis and should adhere to these formatting and procedural requirements during its preparation.

Committee members should be given a draft of the thesis at least four weeks prior to the target date for the thesis defense. The committee members should notify the student of requests for major revisions at least one week prior to the scheduled defense.

The thesis defense begins with a public presentation by the candidate. The candidate delivers a 45-minute oral presentation at a level appropriate for a general physics audience. Any member of the academic community may attend and ask questions during this phase of the exam. Following the public phase, which lasts about an hour, the committee meets alone with the candidate to ask additional questions. The defense is chaired by a member of the committee other than the thesis advisor.

Immediately following the defense, the committee holds a closed meeting to decide whether the defense was successful. Passing the thesis defense requires a unanimous vote by the committee. A student who does not pass the defense on the first try is allowed a second attempt, which must be made within three months of the first attempt.

Students failing the thesis defense for the second time will be dismissed from the M.S. program. Attempting the thesis defense commits a student to the M.S. with the thesis option. After that point, the student may not switch to the coursework-only M.S. option.

Elective Credit and Plan Modifications

Requests for elective credit or for modifications to any part of the program must be made to the graduate committee of the Department of Physics in the form of a written plan of study that lists all of the proposed coursework and provides a rationale for the proposed modifications. In order to be approved, the plan must provide necessary preparation for the student's academic and professional goals, and all the prerequisites for the proposed courses must be satisfied.

Master's in Passing

Once Ph.D. students complete the course requirements, typically at the end of their second year, they are eligible to receive the M.S. degree. Students may request the Master's in Passing degree by submitting the Student Petition for Change in Graduate Degree form to the Graduate School.

For students who entered the program in 2009 or earlier:

For an M.S. degree, students must complete one of the following sets of requirements:

- Complete 42 credits of graduate coursework in physics and related fields.
- Complete 36 credits of graduate coursework in physics and related fields, and complete and defend a master's thesis.
- Complete 40 credits of graduate coursework in physics and related fields, and pass the Ph.D. qualifying exam.

Coursework

The coursework must include at least 13.5 graduate credits from courses in quantum mechanics, electricity and magnetism, condensed matter physics, and statistical mechanics and at least 9 credits in experimental and/or numerical techniques. The remaining elective credit should be chosen in consultation with the faculty and approved by the graduate committee.

Students in the ILP program are normally expected to complete 6 credits of business fundamentals, 3 credits of colloquium, 3 credits of laboratory rotations, Industrial Problems in Physics (2 credits), and Entrepreneurship (1.5 credits)

Thesis

The requirements are the same as for students who entered in the program in 2010 or later.

Elective Credit and Plan Modifications

The requirements are the same as for students who entered in the program in 2010 or later.

Master's in Passing

After passing the qualifying examination and completing the course requirements, Ph.D. students are eligible to receive the M.S. degree. Students may request the Master's in Passing degree by submitting the Student Petition for Change in Graduate Degree form to the Graduate School.

9. ILP Apprenticeship

After completing three or four semesters of coursework and passing the Comprehensive Exam, students on the ILP track usually spend one year on an Industrial Apprenticeship. During this time, they work on problems of interest to the industrial partner at the company site. This is a great opportunity for students to use their physics knowledge and skills to solve problems of an applied nature and to experience the R&D environment in a company. Examples of organizations that have recently hosted ILP Apprentices include Procter & Gamble, Luna Technologies, NIST, and IBM.

The research mentor and the Director of Graduate Studies work with the student to identify apprenticeship opportunities based on the student's research interests and experience. Once mutual interest has been established, the faculty mentor and the DGS work with the Office of Sponsored Programs to set up a contract with the company. All apprenticeships must be approved by the Graduate Committee.

Special considerations for international students:

International students must apply to the Office of Global Services to get approval for Curricular Practical Training (CPT), and their apprenticeships must not be longer than 11.5 months. To apply for CPT, students should contact OGS six weeks before the start of the Apprenticeship and provide:

1. Letter of offer from the employer
2. Dates of the apprenticeship
3. Letter from the department stating that the apprenticeship is required (see the Graduate Program Coordinator).
4. Make sure that the GPC has a copy of the student's passport, social security card, visa, and I-20 form.

Before beginning any apprenticeship, international students must contact Lawrence Smith in the Tax Office. His contact information can be found on the [Tax Office website](#).

10. ILPO

The Industrial Leadership in Physics Organization (ILPO) is an organization created and operated by students. ILPO focuses on developing relationships with other Georgetown graduate programs, building relationships with the business school, and supporting all of the physics graduate students by fostering greater communication and involvement among them. It is affiliated with the Graduate Student Organization and represented therein by an officer from the ILPO.

11. FAQs

Q. What vacation and/or paid leave does a student receive?

A. The university-wide holiday schedule for employees applies to graduate students holding assistantships. Assistantships do not include any paid vacation time.

Q. What if I want to travel during the summer months?

A. If you are receiving a summer service (or non-service) stipend, you are required to be working (or fulfilling degree requirements) during the summer months. Any travel must be approved beforehand, and any absence longer than a month will automatically trigger a loss of pay for that month.

Q. Is there an Honor code for Graduate Students?

A. Yes. All graduate students should follow the guidelines for academic integrity set out in the [Graduate Bulletin](#).

Q. How safe are a student's personal belongings?

A. The campus is generally safe, but burglaries do occur. Thefts of backpacks and laptops have been reported in the Reiss Science Building. We urge all students to lock office doors to secure their belongings, especially during the summer and winter breaks.

Q. Do graduate students have to pay the Yates Fee?

A. Yes. It is a mandatory fee for all full-time students. The Graduate School Assistantship does not cover this fee.

Q. When do classes begin and end? When are breaks?

A. Please see the Registrar's [academic calendar](#).

12. University Support Resources

If you are ever in need of assistance or would like more information, please consult the following resources or contact the Graduate Program Coordinator.

- **CAPS** - <http://studenthealth.georgetown.edu/mental-health/>
- **Sexual Harassment & Assault** - http://grad.georgetown.edu/academics/other-university-policies/#Sexual_Harassment_Policy
- **Graduate Student Life Guide** - <http://grad.georgetown.edu/about/student-life/>
- **Graduate School Bulletin** - <http://grad.georgetown.edu/academics/policies/>
- **Academic Resource Center** - <http://academicsupport.georgetown.edu/>
- **Office of Global Services** - <http://internationalservices.georgetown.edu/>
- **Graduate Student Organization** - <https://hoyalink.georgetown.edu/organization/gso>
- **Grievances** - <http://academicsupport.georgetown.edu/disability/grievance-policy/>
- **Graduate Ombudsman** - <http://grad.georgetown.edu/academics/grad-ombuds/>