Student Committees
2014 - 2015

Student Reps:
Peter Larson
Kärt Tomberg

- Act as liaison between faculty and students.
- Student orientation in the fall - welcome 2nd year students and introduce yourselves.
- Attend faculty business meetings.
- Student recruiting – short presentation on student life.
- Faculty recruiting – attend candidate chalk talks and student lunch with candidates.
- Hold student meeting for new committee assignments.

Computer Advisory:
Danny Yang

- Meets monthly; discuss and prioritize issues pertaining to computing, storage, technical support, and the department website.

Education/Awards:
Diane Flasch

- Meet with the HG Graduate Education Committee to discuss curriculum and prelim exam.
- Organize prelim exam practice talks for second year students.
- Meet with the HG Faculty and Student Awards Committee to discuss and determine nominees.

Event Postings:

- Students will assist with hanging posters for the three most prominent lectures held annually by the Department: Neel Lecture (May), Genetics Training Grant Retreat (May or June), and Gelehrter Symposium (October).

Due to the nature of this function, it is more of a shared responsibility than an actual committee. Students and staff who’ve committed to taking charge of hanging posters in the various buildings in the coming year are:

Emily, Irene         BSRB
Kärt, Danny, Allison, Yifan      LSI & Palmer Commons
Peter, Bill, Yu-yu       Med Sci I, II
Diane, Mike, Ethan       MSRB I, II, III
Christina, Feichen       MBNI
Killeen                     NCRC

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HG Staff         Furstenberg Study Lounge
HG Staff         MBNI
HG Staff         PIBS

(See attached list of billboard locations for postings. You will hear from Kim or Karen when the posters are ready during the month preceding the event.)
Student Committees
2014 - 2015

Graduate Student Council:
Amelia Alessi

- Student reps will act as liaisons between the Graduate Student Council and their department/program. This consists of attending approximately one GSC meeting per semester, helping to coordinate HG participation in GSC events, and bringing any concerns of the Department to the attention of the GSC. Some examples of GSC participation are Habitat for Humanity, promoting science for the underprivileged, and the HIV prevention walk, and GSC/PIBS Relay for Life. The GSC recommends at least one student rep from each department/program.

Pizza Patrol:
Yifan Wang
Feichen Shen

- Wait for pizza delivery and collect the receipt. Do not tip (a delivery tip will have been provided in advance).
- Collect paper plates, cups, and napkins from HG kitchen if needed.
- Distribute pizza and pop on the conference room tables.
- Set out a sign-in sheet to document attendance (check with Karen for template).
- After seminar is over, put all empty boxes on the floor next to the trash container in the HG kitchen and place leftover pizza on the counter.
- Give receipt and sign in sheet to Karen.

Recruiting:
Bill Law
Michael Hinten

- Pair prospective students with grad student hosts, based on compatible research interests.
- Run organizational meetings for host students and answer questions from students regarding host responsibilities.
- Assist with planning and organization of social events during recruiting.
- Transport visiting students to dinner at faculty home.
- Purchase snacks and drinks for social activities.
- Save all receipts and give to Karen at soonest opportunity.

Seminars:
Ethan Sperry
Emily Maclary
Allison Richards
Killeen Kirkconnell

- Always be present at least 15 min before the start of the Tuesday seminars (or other invited speaker seminars) and the Wednesday 821/822 seminars to help out with audio video, etc.
- Move the tables/chairs in 4917 Buhl before and after FASS.

The seminars are listed on our department website under Seminar Series (http://www.hg.med.umich.edu/). Check regularly as seminars are added as soon as they get scheduled.

Instructions for operating the equipment at the various locations are available on the Educational Technology Services website (ETS) at http://www.med.umich.edu/lrc/ets/.
Special Events:
Yu-yu Ren
Christina Vallianatos
Irene Park
Michelle Jacobs (GC)
Caitlin Hale (GC)

- Organize, purchase supplies, and grill lunch for the student canoe trip in late September or early October.
- Save all receipts and give to Karen at soonest opportunity.
- Facilitate HG Retreat in Sept/Oct, including setup of poster boards and being available to faculty organizers to 'do stuff'.
- Assist with poster board setup and take down at annual Neel Lecture in May, and possibly one or two additional seminars throughout the year that are coupled with poster board sessions.
- HG Annual Picnic in June or July: Attend picnic planning meeting in April. Responsible for filling balloons for balloon toss contest and sending emails to dhglobal several times before the picnic in order to drum up teams for tug of war and bolster excitement about the picnic in general. Arrive at park no later than 2:45 to help set up. Help Dave Burke facilitate tug of war and water balloon toss; help keep games running on schedule. Assist with cleanup. May need to help transport leftover food from park to HG kitchen for overnight storage.
- Essential qualities include access to a vehicle and functional cooking, organizational and social skills. Special advice: make sure to ice the beer, preferably overnight.
Billboard Locations

BSRB (10):
- 2nd-6th floors, there are billboards in front of every elevator (one elevator on each side of building)

Furstenberg Study Lounge (2):
- Two billboards inside lounge
- Ask at information desk on 3rd floor student center for access to Study Lounge

LSI & Palmer Commons (4):
- Talk to people at main desk in both buildings, ask them to place signs in display cases
- Two for each building

MBNI (4):
- 1st and 2nd floors in front of the staircase there are billboards (2)
- On the opposite side of the building from each staircase entrance/exit there is another billboard (2)

Med Sci I (8):
- 3rd-7th floors there are at least two large open blue billboards along each hallway (8)

Med Sci II (14):
- 3rd floor: one on each side and middle of lecture hall corridor (3),
  one in display case near MSI junction (1)
- 4th - 7th floors: one on each end of back hallway (with most of the labs on it) (8)
- 4th and 6th floors: place another poster on boards in hallway leading to Taubman Lib (2)

MSRB I, II, III (21):

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PIBS (2):
- Main billboard right outside of entrance (1)
- Small billboard near mailboxes inside of PIBS (1)

**NOTE**
Should have a few 8.5 x 11 flyer sized posters (the size of some posting places requires smaller size)
No tape allowed anywhere, if they catch you they’ll be angry

Last updated: May 3, 2011