

NAVIGATING THE GRADUATE PROGRAM



Biological and Environmental Sciences, 2020

Your Grad Student Reps

- Cell and Molecular Biology (CMB) – Josiah Morrison
- Ecology and Ecosystem Sciences (EES) – Kimberly Rivera
- Evolution and Marine Biology (EMB)– Dennis Connetta
- Environment and Earth Sciences (EVES) – Noah Hallisey
- Sustainable Agriculture and Food Systems (SAFS) – Julie Bosland
- **We are trying to plan social events through this pandemic to help increase program cohesiveness. If you have suggestions—talk to your grad rep!**

Cell and Molecular Biology (CMB) – Josiah Morrison



- 3rd year PhD student in Dr. Jodi Camberg lab
- Research on bacterial cell division
- Teach advanced micro 1 lab with Dr. David Nelson

Ecology and Ecosystem Sciences (EES) – Kimberly Rivera

- Quantitative Ecology Lab with Dr. Brian Gerber
- Office: 006 Coastal Institute

Evolution and Marine Biology (EMB)– Dennis Connetta



- Putnam Lab
- F20 Fieldwork in Moorea!

Environment and Earth Sciences (EVES) – Noah Hallisey



- Masters student in Dr. Karraker's Lab
- Herper, cyclist/runner

Sustainable Agriculture and Food Systems (SAFS) – Julie Bosland



- 2nd year Masters student (soon to be PhD!) in Dr. Sartini's Lab
- Research with chickens and eggs

Goals for Friday Afternoon

- How to Classify a Grad Student
- Colloquium vs. Seminar
- Degree Timeline
- First Steps: Program of Study, Committee Formation, Quals, and Thesis/Dissertation Proposals
- Funding
- Travel

How to Classify a Grad Student

Kingdom

University of Rhode Island Graduate School

Phylum

College of the Environment and Life Sciences (CELS)

Class

Graduate Program:

- Biological and Environmental Sciences (BES)
- Environmental and Natural Resource Economics (ENRE)
- Environmental Science and Management (MESM)
- Marine Affairs (MAF)
- Medical Lab Science (MLS)

Order

Specialization (Only in BES!): CMB, EMB, EES, EVES, SAFS

But what department are you in?

Departments

- Biological Sciences
- Cell & Molecular Biology
- Environmental & Natural Resource Economics
- Fisheries, Animal, & Veterinary Science
- Geosciences
- Marine Affairs
- Natural Resource Science
- Nutrition and Food Sciences
- Plant Sciences and Entomology

Graduate Programs

- Biological and Environmental Sciences (BES)
 - Cell and Molecular Biology (CMB)
 - Ecology and Ecosystem Science (EES)
 - Environmental and Earth Sciences (EVES)
 - Evolution and Marine Biology (EMB)
 - Sustainable Agriculture and Food Systems (SAFS)
- Environmental Science and Management (MESM)
- Environmental & Natural Resource Economics (ENRE)
- Marine Affairs (MAF)
- Medical Lab Science (MLS)

You belong to the department of your advisor.

But what department are you in?

Departments

- Biological Sciences

- C

- E

- F

- C

- M

- M

- Nutrition and Food Sciences

- Plant Sciences and Entomology

Graduate Programs

- Biological and Environmental Sciences (BES)

)

ns (SAFS)

(MESM)

omics

(EINKE)

- Marine Affairs (MAF)

- Medical Lab Science (MLS)

Course codes are often coded by Department. We've been working on changing a lot of those codes over to **BES**.

You belong to the department of your advisor.

Who signs my forms?--Your specialization coordinators

CMB

Steven Gregory

EES

Graham Forrester

EMB

Chris Lane

EVES

Dawn Cardace

SAFS

Marta Gomez-Chiarri

Colloquium and Graduate Seminars

“BES Colloquium” vs. “Grad Seminar”

-BES 581/582 Colloquium

- Offered every semester (Fridays @3)
- 1-hour talks by invited interesting scientific VIPs from other places
- Each specialization invites speakers
- Big Audience (all of BES)
- Discussion at Noon (pizza during non-covid) ; Snacks typically after the talk!

- Confusingly referred to as “seminar”
- Need to **take 2x for credit**, but **should attend every time course is offered**
- Learn about ongoing science from lots of fields
- See other students & faculty!

-BES 600 sections

- Offered every spring (except CMB Spring and Fall)
- 2-3 ~30-min talks by fellow grad students about current project(s)
- You must present at least 2x during your grad career
- Small Audience (~inside specialization)

BES 581/582 – BES Colloquium NEEDS YOU!



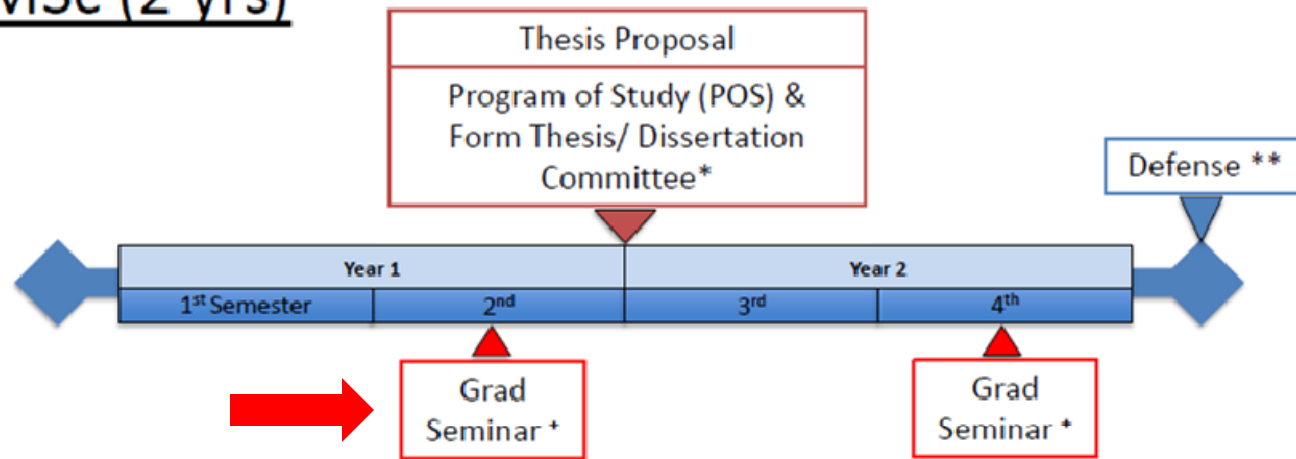
- Each Semester, speakers are invited (from far afield) to give talks
- The variety of speakers is UP TO YOU!
 - If your specialization is not “adequately represented” that’s your own fault!
- **New: Every specialization is responsible for nominating 3 speakers each semester**
 - GRAD STUDENTS: Talk to your major profs and Specialization Coordinators about people you want to invite / hear from!

But... Inviting Speakers? Hosting? = SCARY?! Too much work?!

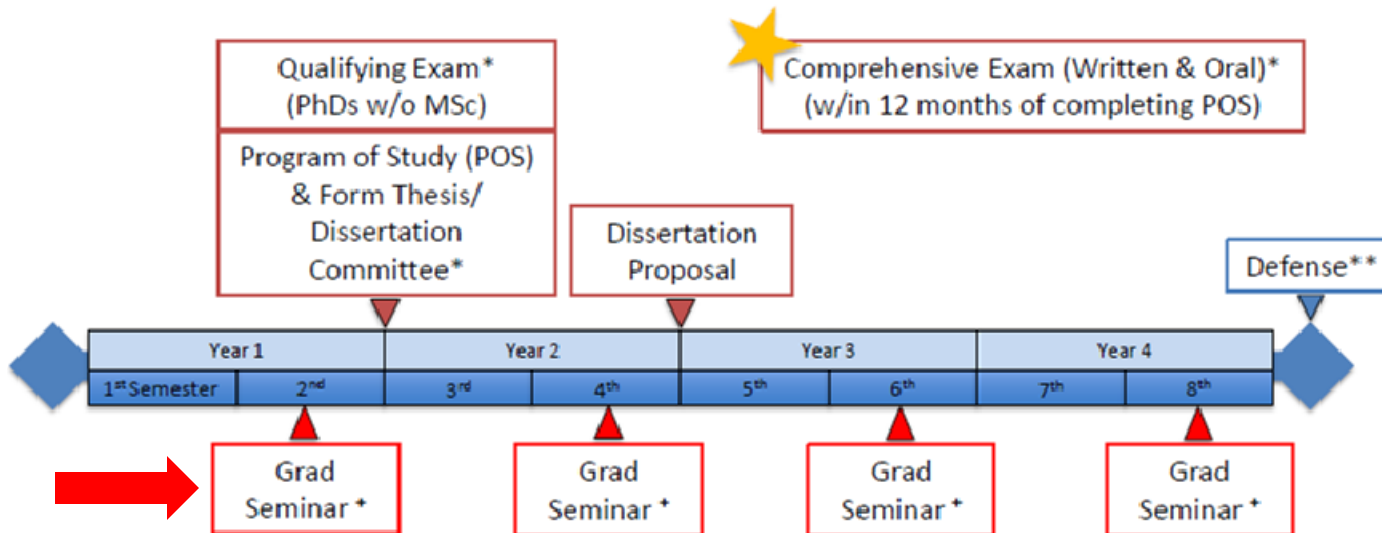
- Speakers get to come here for free!
 - Host responsibilities (Shared by Major Prof & Grad Student(s)):
 - Get speaker info to Specialization Coordinator for Spring 2021 Colloquium.
 - set up Zoom seminar during COVID time
 - Non-COVID: Airport pick-up and return as well as transport to and from hotel for all events. Schedule dinner with host.
 - Schedule faculty and student meetings with the speaker.
 - Introduce the speaker at the colloquium.
 - Return all completed paperwork to Colleen Travis, CBLS 428.
- **Engage your major professor or other faculty and make them share hosting responsibilities**

Graduate Seminars (not Colloquium)

MSc (2 yrs)



PhD (4+ yrs)



Grad Seminar = BES 600

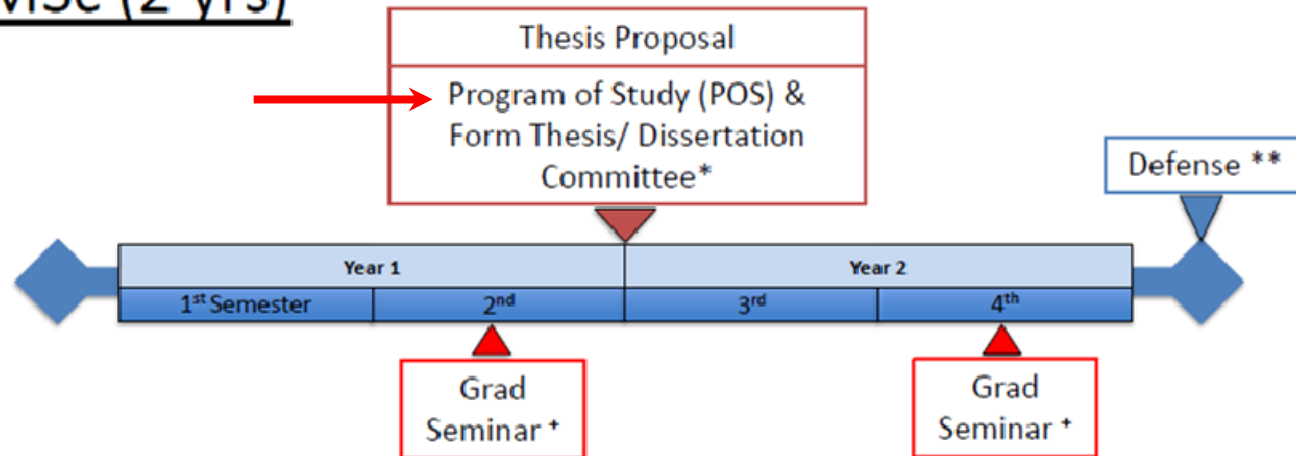
(as of Spring 2017)

- **Section 1 = EES & EVES students**
 - OR can take GEO 500 for students with geoscience focus
 - Fridays @ 1:30-3PM in CIK Weaver Auditorium
- **Section 2 = CMB students (Fall & Spring)**
 - Fridays @ Noon in CBLS 010
- **Section 3 = SAFS students**
 - Fridays @ Noon in TBD
- **Section 4 = EMB students**
 - Wednesdays @ 1:30-2:30PM in CBLS 435

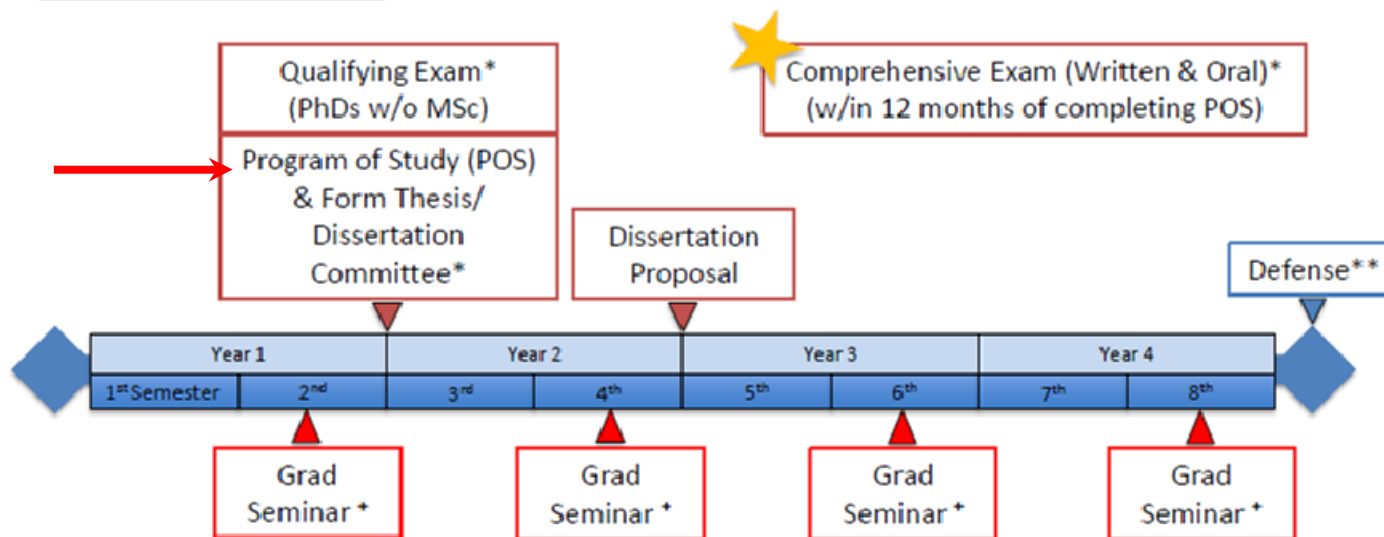
ONLINE this semester for CMB and TBD for Spring 2021!

First Steps: Program of Study and Committee Formation

MSc (2 yrs)



PhD (4+ yrs)



Graduate Forms now on airSlate

<https://web.uri.edu/graduate-school/forms/>

- cloud based platform
- tutorials available

* Please note, most of the degree forms are available now and the remaining forms are still in transition to the new software. If you are in need of an immediate form that is not listed, please send your request to gradforms@etal.uri.edu.

Form: Program of Study

Your signature



Advisor's
signature



Specialization
Coordinator
Signature

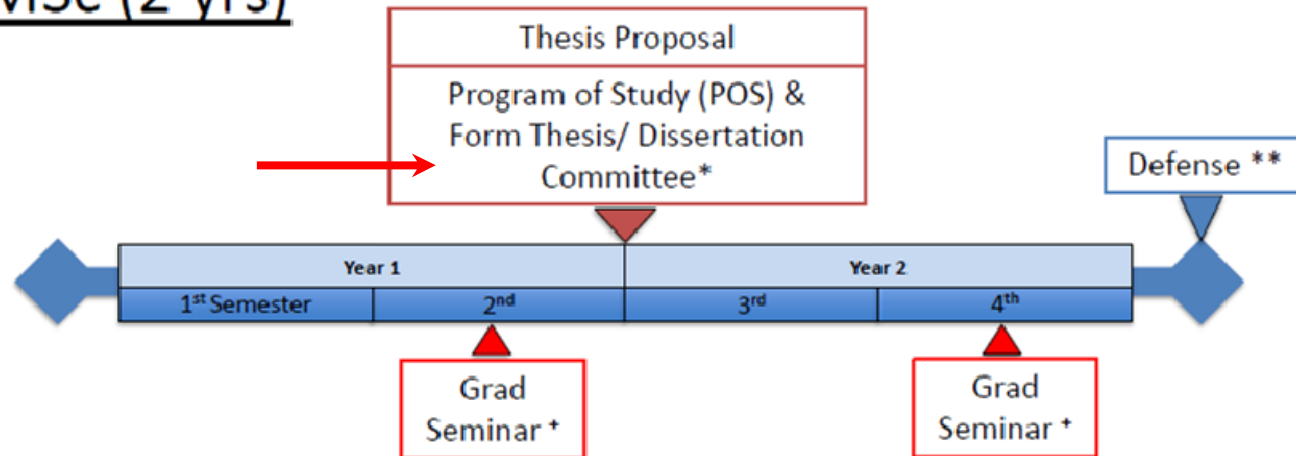


Signatures			
Please enter the names and emails of the following individuals in the blue fields. Once all names and emails have been entered, click the appropriate Sign/Submit button to digitally sign the document.			
Student	<input type="text"/>	Email	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>
Sign/Submit			
Major Professor	<input type="text"/>	Email	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>
Sign/Submit			
Co-Major Professor	<input type="text"/>	Email	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>
Sign/Submit			
Graduate Director/ Department Chair	<input type="text"/>	Email	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>
Sign/Submit			

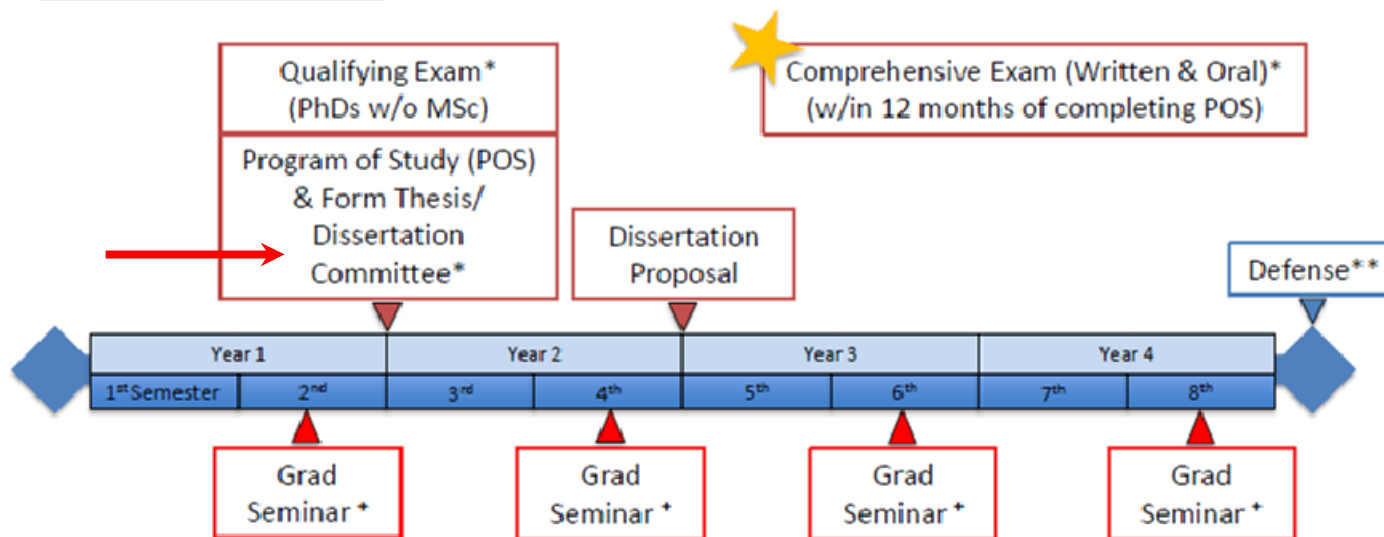
*Don't remember who your specialization coordinator is? Its on your BES specialization webpage!

Any general questions on
airSlate?

MSc (2 yrs)



PhD (4+ yrs)



Master Committee (CORE)

Master's Thesis Committee: Minimum 3



Major Professor



**Inside
Discipline**



**Outside
Department**

PhD Committees (CORE)



How do you pick committee members?

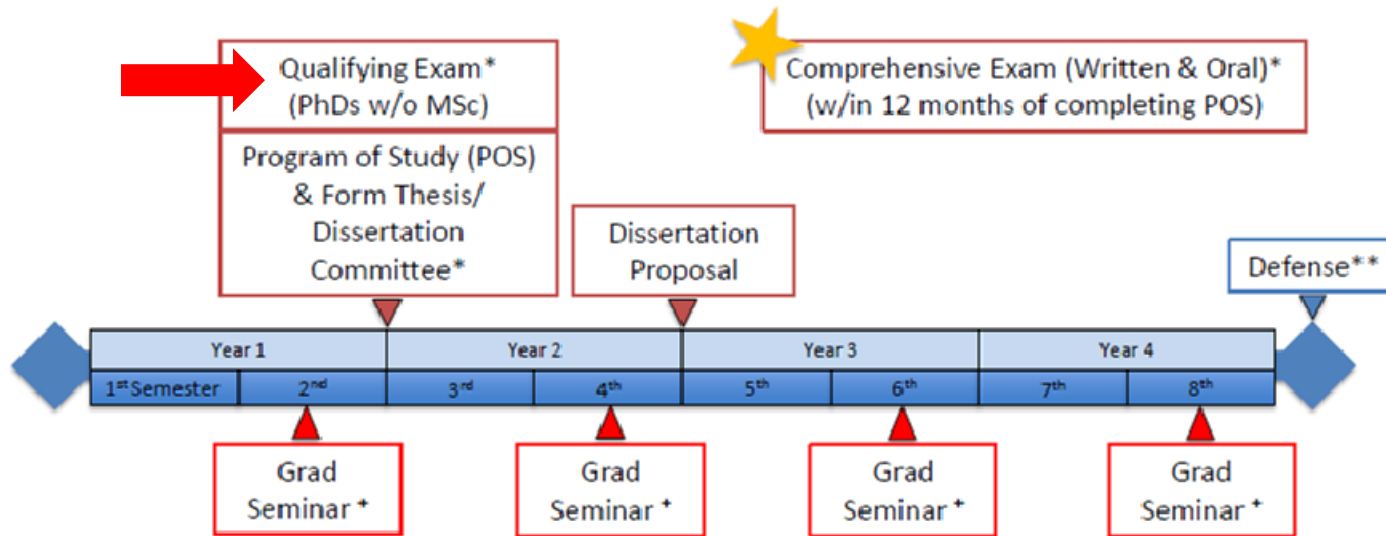
- Major Professor
- Inside Discipline: discipline is defined by the graduate student, can be inside or outside department/specialization
- Outside Department: committee member must not be in the same department as your major professor



First Steps: Qualifying Exam and Thesis/Dissertation Proposals

Qualifying Exam (PhD's w.o Ms only!)

PhD (4+ yrs)



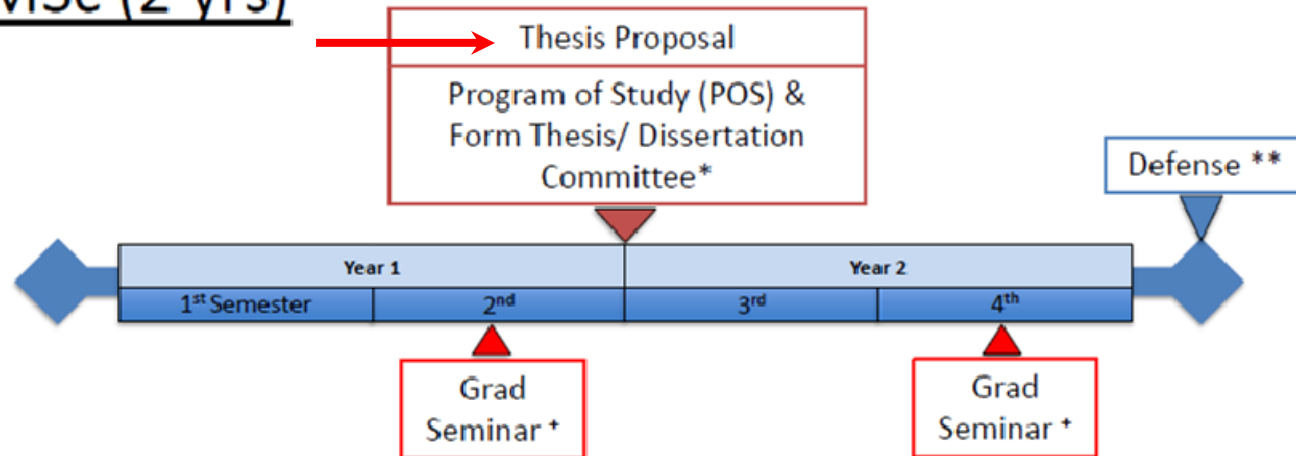
Requires having your core committee together!



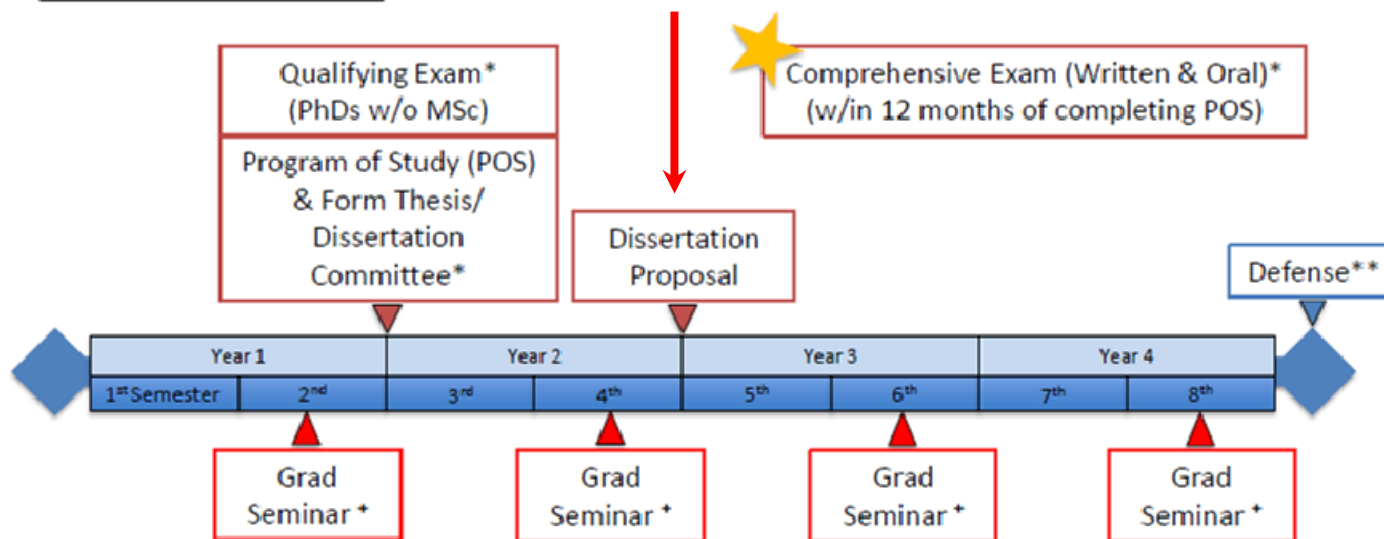
Qualifying Exam

- Required if a PhD student doesn't have a masters degree
- Varies based on specialization
- If you want to know what your qualifying exam will be like, check the program details tab on the BES specialization website.

MSc (2 yrs)



PhD (4+ yrs)



Thesis/Dissertation Process: From Proposal to Defense

CONTENTS

Thesis Proposals shall contain the following sections, presented in the order shown:

A. Title of the Study

This is the title as the student conceives it at the time the proposal is submitted. It should be no more than 100 characters in length. This title must match exactly the title on the thesis proposal approval form. As the research develops, minor rephrasings of the title may prove better suited to the work. In such cases, the most satisfactory one will be used for the thesis, but in no case will a title that deviates substantially from the one approved in the original proposal be approved unless a revised proposal with the new title has already been approved. Any title used must be consistent with the contents and subject of the thesis. **At that time a short title of 40 characters or less must be submitted.**

B. Statement of the Problem

Limit the statement, if possible, to two or three sentences, and note in precise language exactly what is to be investigated. To amplify the statement, it is usually desirable to list:

- The scope or limitations of the problem;
- Either one or more hypotheses the research seeks to test or the objectives expected as a result of the study.

Major assumptions that underlie both the study as a whole and the methodology to be followed should be indicated.

C. Justification for and Significance of the Study

This section of the proposal includes:

- A brief statement of the reason for the selection of the problem;
- The relation of the principal literature to the proposal;
- An explanation of the study's importance to the advancement of knowledge and its significance to the student.

The problem selected should be substantial enough to constitute a good example of a report of a scholarly investigation. Completion of a project or several unrelated projects does not satisfy this requirement. At the PhD level the work should constitute a significant increase in the pool of knowledge.

D. Methodology or Procedures

This section describes the activities necessary to achieve the objectives. Methods should flow naturally from the problems and objectives, should include:

- A research design;
- General characteristics of the study population;
- Location or setting in which the study will take place, calendar events in carrying out the study;
- Sampling design and procedures
- Data collection schedule
- Brief description of instruments and tools for collecting data (validity, reliability, and pre-testing of the data collecting instruments)
- Definition of the most important terms and concepts
- Data processing procedures and procedures of data analysis as appropriate

E. Resources Required

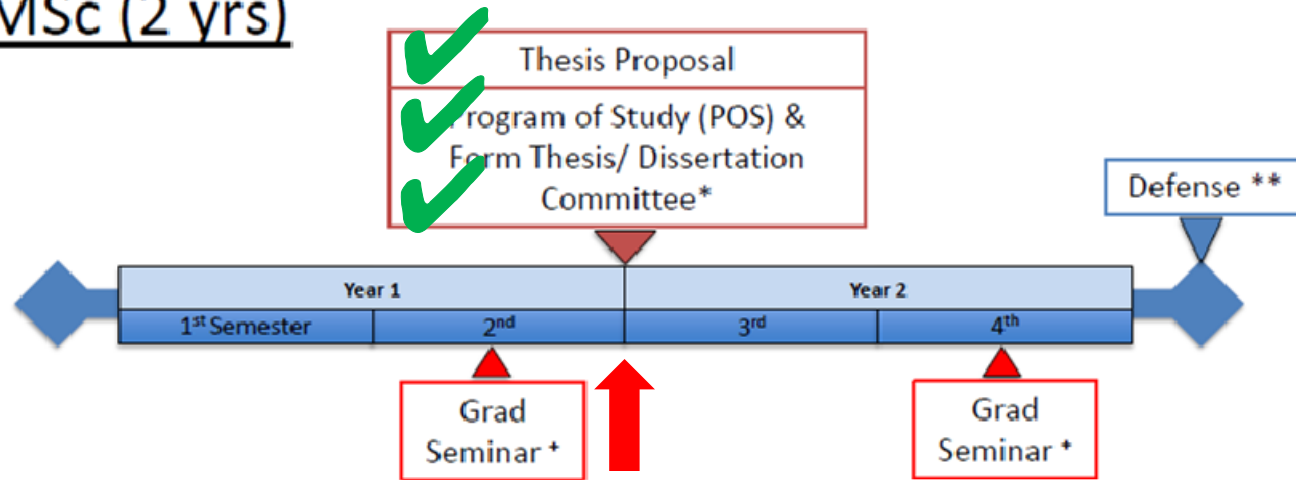
The last part of the thesis proposal is a statement of the resources needed for the successful completion of the study and an indication of their accessibility to the student proposing to use them. Books, letters, manuscripts, raw data, technical reports, laboratory equipment, and existing and proposed measuring

PhD Comprehensive Exam Cheatsheet

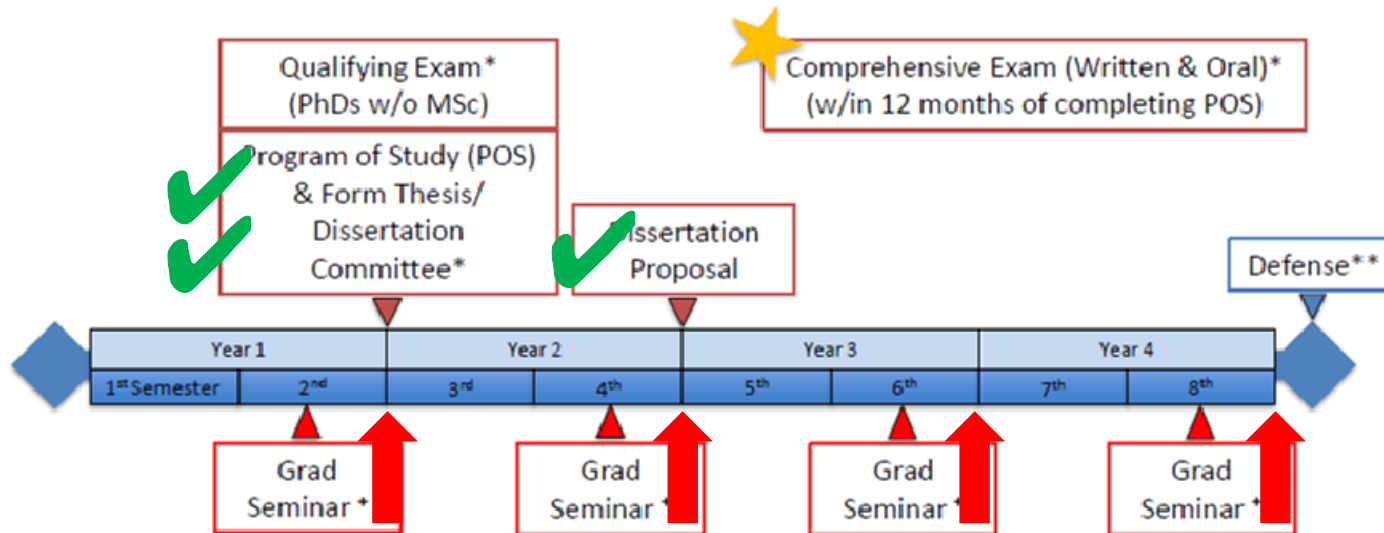
- Helpful step-by-step guide on the BES website to how to pass your PhD comprehensive exams

Annual Report

MSc (2 yrs)



PhD (4+ yrs)



ANNUAL STATUS REPORT FOR GRADUATE STUDENTS

This form is to be submitted by the Major Professor or Graduate Student Advisor.

1. Name of Graduate Student _____ Department _____ Degree Program _____

Date of Submission of this Report: _____
 Program of Studies Submitted on: _____
 Thesis Proposal Submitted on: _____
 Qualifying Examination: Passed on: _____ Waived on: _____
 Course Work Completed on: _____
 Written Examination Passed on: _____
 Oral Examination Passed on: _____

2. During the past year, the student has achieved the following:

	Satisfactory	Marginal	Unsatisfactory
a. Academic Standing	_____	_____	_____
b. Course Work Progress	_____	_____	_____
c. Thesis Research (if begun)	_____	_____	_____
d. Thesis Preparation (if done)	_____	_____	_____
e. Overall Progress	_____	_____	_____

3. During the past year, the student has met with her/his committee on (dates): _____
 _____, _____, _____, _____, _____.

4. The student's progress on her/his thesis is such that s/he should be prepared to defend her/his thesis by approximately (month, year): _____.

5. Further comments:



You should initiate the annual status report. This form will be sent out by Colleen Travis. It needs to be submitted as a PDF.

ProTip: save an already filled out version for you and your advisor to update and sign everywhere

MUST BE SIGNED BY ALL COMMITTEE MEMBERS AND BY THE STUDENT

Major Professor or Advisor

Committee Member

Graduate Student

Committee Member

Major Professor or Advisor

Committee Member

Major Professor or Advisor

Committee Member

Funding

Enhancement of Graduate Research Awards (EGRA)

- Administered through Graduate School
- \$1,000 Award
- Formal Proposal
- Funds can be used for
 - Travel for conference
 - Supply purchases
 - Publication costs
- **DEADLINE OCTOBER 14th!**

CELS Dean's Travel Award

- All CELS students are eligible to apply for funds each year (September 1st – August 31st). Students can only receive funding once per year.
- Funds can be used for registration, travel, lodging, and meals not covered by the conference/workshop.
- **APPLY PRIOR TO TRAVEL OCCURS**

CELS Dean's Travel Award

Travel Dates	Application Deadline
November – January	October 2, 2020
February – May	January 7, 2021
June – October	May 6, 2021

Money is awarded by graduate student reps from CELS!
We want to support your travel to meetings!

GAU and GSA TRAVEL GRANTS

- Any graduate assistant can apply for funding for travel once per year
- **APPLY AFTER TRAVEL**

Travel

I can just go to a conference and
then come back and get
reimbursed, right?

WRONG

BEFORE TRAVEL: you need to first get a “Travel Authorization Request” (TAR) approved

AFTER TRAVEL: you need to submit a “Travel Expense Report”

Where do I find these forms?

On a system called [PeopleSoft Financials!](#)

The screenshot shows the website for the Office of the Controller at the University of Rhode Island. The top navigation bar includes links for ABOUT URI, ADMISSION, ACADEMICS, CAMPUS LIFE, ATHLETICS, RESEARCH & OUTREACH, and GLOBAL. Below this is the University of Rhode Island logo and a search bar. The main header identifies the Office of the Controller, located at 75 Lower College Road, Kingston, RI 02881, and includes a link to the URI Homepage.

The main content area is titled "PEOPLESOFT FINANCIALS MANAGEMENT SYSTEMS". It includes a welcome message, contact hours (Monday - Friday 7:30 - 4:30), and a section for "TRAVEL AND EXPENSE TRAINING VIDEOS FOR 9.2 FINANCIALS UPGRADE" with links to "How to Approve a Travel Document", "How to Create a Travel Authorization", and "How to Create an Expense Report". A list of financial modules is provided:

- General Ledger
- Accounts Payable
- PCard
- Purchasing

A left sidebar contains a menu with "Log On to PeopleSoft Financials" circled in blue. Other items in the menu include News & Updates, Accounting & Accounts Payable, Financial Statements, Foreign National Tax Compliance, Forms, Miscellaneous Receivables, Payroll, PeopleSoft Financials Management Systems, Policies & Procedures, Purchase Card, Reconciliation Office, and Sponsored & Cost Accounting.

On the right side, there is a "LOG IN to PeopleSoft Financials" section with a "Search Controller's Website" button and a search input field.

How do I get a login for PeopleSoft Financials?

- Step 1: Talk to your advisor, ask who is in charge of your DEPARTMENT (not specialization) financials and grants accounting
- Step 2: Become their best friend (you will inevitably get to know them well)
- Step 3: Fill out the “[PeopleSoft Financial Security Access Request Form](#)”
- Step 4: Wait for login info to arrive
- Step 5: Log in and change your password

Travel and Expense Training Modules

The screenshot shows the website for the Office of the Controller at the University of Rhode Island. The top navigation bar includes links for ABOUT URI, ADMISSION, ACADEMICS, CAMPUS LIFE, ATHLETICS, RESEARCH & OUTREACH, and GLOBAL. Below this is the university logo and a search bar. The main header features a photo of Albert E. Carloti and the text "OFFICE OF THE CONTROLLER" with the address "75 Lower College Road, Kingston, RI 02881".

The main content area is titled "TRAVEL & EXPENSE MODULE". It contains the following text:

The Controller's Office has implemented the Travel and Expense Module in PeopleSoft Financials for the online preparation and approval of Travel Authorizations and Expense Reports. Employees may apply for a URI Employee Travel VISA credit card to pay for all travel related expenses, including airfare. Spending limits on the URI Employee Travel VISA credit card are \$2,000 per transaction and \$5,000 per month.

TRAVEL & EXPENSE MODULE TRAINING & VIDEOS

NOTE about first time viewing the videos on Firefox and Chrome: An error will pop up when viewing these videos the first time. [Travel and Expense Module video instructions](#)

- [How to Approve a Travel Document Video](#)
- [How to Create a Travel Authorization Video](#)
- [How to Create an Expense Report Video](#)
- [9.2 Expenses Help](#)
- [Guide to Create Travel Authorization & Expense Report 112818](#)

If you would like to attend a training on the Travel Module, please contact the [Financial Lab](#).

Training is also offered online, via Sakai.

FORMS & INFORMATION

- [Travel Summary 0917](#) - One page summary of changes
- [In State Auto-Mileage Reimbursement Instructions 091917](#)
- [Direct Deposit Setup Instructions for Travel Expense](#)
 - **REQUIRED:** To be reimbursed via direct deposit for travel expenses, complete the [Direct Deposit Setup Instructions for Travel Expense](#). This setup is required even if you are already being reimbursed via direct deposit/ACH from Accounts Payable or Payroll.

The left sidebar contains a navigation menu with the following items: Log On to PeopleSoft Financials, News & Updates, Accounting & Accounts Payable, Financial Statements, Foreign National Tax Compliance, Forms, Miscellaneous Receivables, Payroll, PeopleSoft Financials Management Systems, Policies & Procedures, Purchase Card, Reconciliation Office, Sponsored & Cost Accounting, Student Loan Office, Supplier Information, Travel, and Travel & Expense.

The right sidebar features a "Search Controller's Website" search box with a "Search" button.

Instructions on their website

The image shows a screenshot of a website page. On the left is a vertical sidebar with a list of menu items: Purchase Card, Reconciliation Office, Sponsored & Cost Accounting, Student Loan Office, Supplier Information, Travel, and Travel & Expense Module - Financials. The main content area on the right has a heading 'FORMS & INFORMATION' followed by a bulleted list of links. Below this is a paragraph about contacting the Financial Lab, another heading 'STEPS NECESSARY FOR TRAVELERS USING THE TRAVEL AND EXPENSE MODULE:', and two numbered steps. Step 1 includes a bulleted list of instructions for users without Financials access and a new procedure for gaining access. Step 2 is about the URI Employee Travel VISA Credit Card, with a paragraph of details below it.

FORMS & INFORMATION

- [Travel Summary 0917](#) - One page summary of changes
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- [Direct Deposit Setup Instructions for Travel Expense](#)
 - **REQUIRED:** To be reimbursed via direct deposit for travel expenses, complete the [Direct Deposit Setup Instructions for Travel Expense](#). This setup is required even if you are already being reimbursed via direct deposit/ACH from Accounts Payable or Payroll.
- [FAQ Travel and Expense Module](#)
- [Student Travel - Initial Instructions](#)
- [Online Travel and Expense Training Presentation](#) - (Sakai Training without Audio)
- [Travel and Expense Module Approver Reference](#)
- To apply for a URI Employee Travel VISA Credit Card, please complete the [URI Travel Card Application](#) and [Travel Card Agreement](#)

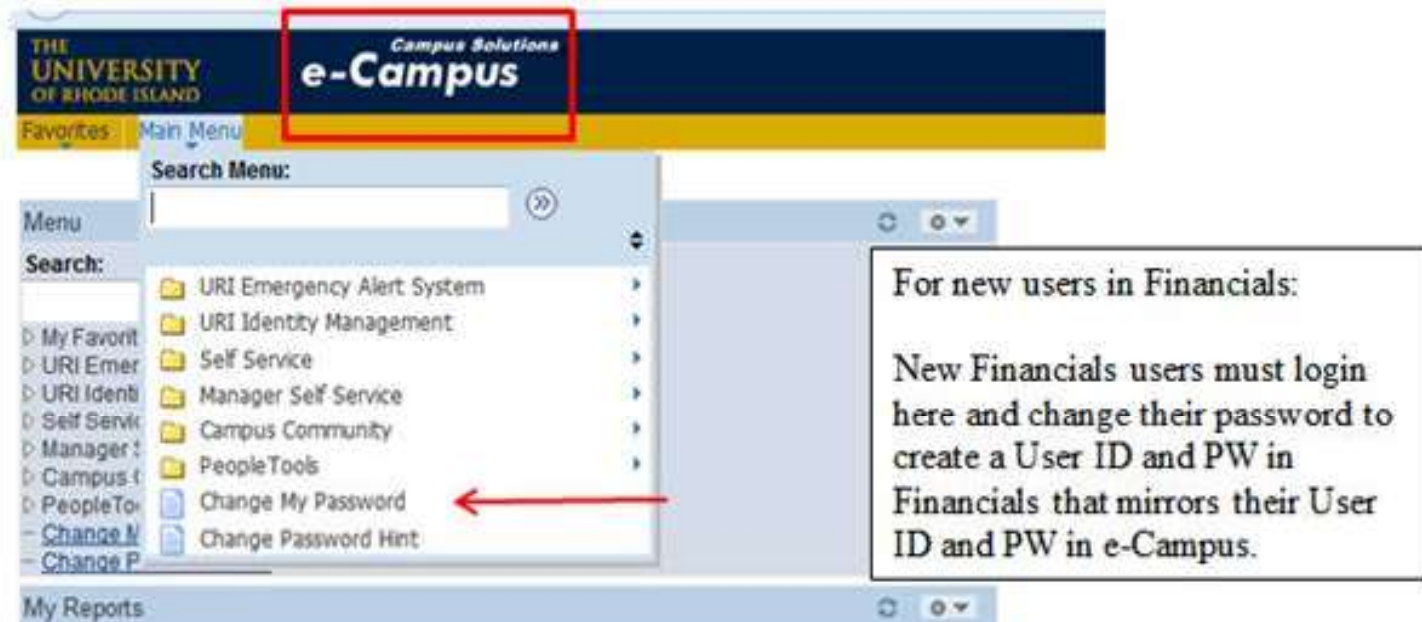
Please contact the [Financial Lab](#) with any questions.

STEPS NECESSARY FOR TRAVELERS USING THE TRAVEL AND EXPENSE MODULE:

- 1. Travelers must have access to Financials**
 - If you do not have access to Financials, please complete the [PeopleSoft Financial Security Access Request Form](#) per the instructions on the form. If the only access needed is the Travel and Expense Module, please complete the User Information and check the T&E User Box only. Please obtain all required signatures and forward to Financials_e-campus@etal.uri.edu.
 - **New Procedure for gaining access to Financials:**For anyone new to Financials, student or employee, there is a new procedure for obtaining a User ID and password in Financials. The new user should login to e-Campus (either Faculty & Staff e-Campus or Student e-Campus) and from the main menu, go to the Change Password option. The user must change their password in e-Campus. This will create a User ID and password in Financials that will mirror the credentials in e-Campus. This change is campus wide and is not related to the Travel and Expense Module.
- 2. New URI Employee Travel VISA Credit Card**

URI State Employees may apply for a URI Employee Travel VISA credit card. The URI Employee Travel VISA credit card will be used for all travel expenses, including airfare. The link to the application is below. Each department will need to sign off on the individual traveler's application and agreement form. Training must be completed in order to obtain a URI Employee Travel VISA credit card. Once the

Log in and change your password



Second Step: Complete PS Financials Management System Security Request for Access form.

Third Step: Enter your Direct Deposit Information in Financials.

Creating a Travel Authorization Report



Menu

Search:

- My Favorites
- URI Menu**
- Employee Self-Service
- Manager Self-Service
- Supplier Contracts
- Vendors
- Purchasing
- eProcurement
- Services Procurement
- Travel and Expenses
- Accounts Payable
- Commitment Control
- Set Up Financials/Supply Chain
- Enterprise Components
- Worklist
- Reporting Tools

THE UNIVERSITY OF RHODE ISLAND Financials e-Campus

Home | Worklist | Add to Favorites | Sign out

Favorites Main Menu > Employee Self-Service

Employee Self-Service

Employee Project Center
Access the key areas for entering and viewing project team member information








Travel and Expense Center
Employee Travel and Expense Center

Travel and Expenses
Submit/review expense reports, cash advance requests, or travel authorizations.
[My Bank Information](#)
[User Preferences](#)
[My Wallet](#)
[Review/Edit Profile](#)

Travel and Expense Center

Travel and Expense Center

Employee Travel and Expense Center

 Expense Report Create, modify, print, view or delete an Expense Report Create Modify Print 2 More...	 Travel Authorization Create, modify, print, view, cancel or delete a Travel Authorization Create Modify Print 3 More...	 Cash Advance Create, modify p Create Modify Print 2 More...
 Print Reports Print any one of your expense transactions.	 Profiles and Preferences Manage your personal, organizational and financial details for travel and expense reporting. Review/Edit Profile Delegate Entry Authority	 Review Payments Review history o
 Other Expense Functions View contents in My Wallet, create your own template, or modify and existing template. My Wallet		

TER

TA

Filling out your first TA/TER

- Get in touch with your professor or department administrative personnel (remember they are your best friend now)
- Factors affecting your next steps:
 - Funding
 - Traveling with/without professor
 - Flying or driving
- **Keep all of the receipts from your trip**

Getting Lost?

- Remember to check the BES timeline
- Check the Graduate School Webpage
- Check the Graduate School Manual



You've got mail...maybe.

- All student should now have@uri emails
 - This only used to be for TA or RA, now for all students
- Does everyone already have this?
- Important for URI contact, listserv, etc

<https://web.uri.edu/its/uri-email/>

Registering

- Register for classes early!
 - Makes sure that classes get taught (need a certain number registered to be offered)
 - Helps you get your parking pass earlier
 - Helps your health insurance paperwork go through earlier
- Full Time TA's need 6 credits/semester
- Full Time RA's need 6 credits/semester
- If not a TA or RA need 9 credits/semester
 - Check the grad school manual for your specialization

Full-time equivalent registration

You may register for <9 credits and be considered full time if:

You are:	Full time status:	Eligibility:	Duration allowed:	Need to know:
an international graduate student	Reduced course load	contact the International Students' Office	1 semester	contact the International Students' Office
a late-career PhD student	All but dissertation (ABD) 3 credits	completed coursework, comprehensive exams, dissertation proposal, and other program specific requirements BUT not dissertation	2 semesters	<ul style="list-style-type: none"> • can hold a RA/TA and receive health benefits • or can be paid hourly=no health benefits included
a Master's or PhD student in your last semester	Last semester status 1 credit	in last semester and completed all requirements except thesis/dissertation	1 semester	<ul style="list-style-type: none"> • cannot hold an RA/TA • must be paid hourly (max 40 hr/week) and health insurance=separate cost

Want more time to pay those ebills?

Fall and/or Spring

[Deferment plan:](#)

- Apply by Oct. 23rd for Fall semester
- Pay your bill in 3 installments (by December 31st)



Final Notes

- If you aren't getting emails from the CELSBES Listserve, add your name to the list to be added or email send an email to Bethany Jenkins (bdjenkins@uri.edu) to be added.