Two Very Useful Pages

GA ‘onboarding’
https://grad.uconn.edu/assistantships/

Required GA Trainings
https://grad.uconn.edu/assistantships/training/
Other (Potentially) Required Trainings
(for many grads.)

Responsible Conduct of Research
If you are employed on a Federal Grant or Fellowship (e.g., NSF, NIH, NIFA), you are required to this complete training.

deadline: during the course of employment
details: https://ovpr.uconn.edu/services/rics/responsible-conduct-of-research/

Option 1: 8 separate 1-hour training workshops (register in advance)
  you have some choice in topics

Option 2: GRAD5910 (approved course)
  The grad. school runs a section every fall.
  MCB runs a section each spring.
Research Compliance & Regulations

**Within UConn**
- Environmental Health & Safety (EH&S)
- Institutional Animal Care and Use Committee (IACUC)
- Institutional Biosafety Committee (IBC)
- Institutional Review Board (IRB)

**Outside UConn**
- State permits (collecting; site access; installation of equipment, ...)
- Federal permits (collecting)
- International permits (import/export; CITES)
Talk to your advisor about individual lab and field research safety plans
Research Compliance & Regulations

• Lots to consider - only an introduction
• Details will vary depending on your research
• TALK TO YOUR ADVISOR
• Seek advice from other faculty who do similar research, especially if you are doing something that is unusual for your lab
• These rules will apply to anyone who works for/with you
• TALK TO YOUR ADVISOR
WHAT TO DO RIGHT NOW

1. Find out what basic trainings you need
   • Husky SMS is the main system for Env Health and Safety
   • Your advisor should have added you to the system
   • Log in to find out what trainings you need
   • Start working through them

2. Basic requirements that apply to most labs:
   • Initial Lab Safety & Chemical Waste Management
   • Chemical Hygiene Plan
Go to ehs.uconn.edu
Click on “Safety Training” (or HuskySMS)
Go to ehs.uconn.edu
Click on “Safety Training” (or HuskySMS)
Launch HuskySMS
Go to [ehs.uconn.edu](http://ehs.uconn.edu)
Click on “Safety Training” or HuskySMS
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Log in

![Required Training Table]

<table>
<thead>
<tr>
<th>Status</th>
<th>Course Name</th>
<th>Renewal Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>!</td>
<td>Biosafety General (Online)</td>
<td>Overdue!</td>
</tr>
<tr>
<td>✔</td>
<td>Chemical Hygiene Plan Confirmation (Online)</td>
<td>Never</td>
</tr>
<tr>
<td>✔</td>
<td>Biological Safety Considerations: Field Research with Birds (Online)</td>
<td>Never</td>
</tr>
<tr>
<td>✔</td>
<td>Biological Waste (Online)</td>
<td>Never</td>
</tr>
<tr>
<td>✔</td>
<td>Initial Laboratory Safety and Chemical Waste Management (Classroom)</td>
<td>Never</td>
</tr>
<tr>
<td>✔</td>
<td>Laboratory Safety and Chemical Waste Management Refresher (Online)</td>
<td>01/20/2022</td>
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<tr>
<td>✔</td>
<td>Shipping and Transportation of Biological Agents (Online)</td>
<td>06/02/2023</td>
</tr>
<tr>
<td>✔</td>
<td>COVID-19 Returning to Campus Training (Online)</td>
<td>Never</td>
</tr>
</tbody>
</table>
System is relatively new:
• Your advisor need to be prompted to add you
• The system might request unnecessary trainings
Talk to your advisor .....
WHAT TO DO RIGHT NOW

3. Think about what your research* will involve?
   • Study vertebrates? = Institutional Animal Care & Use Cmte (IACUC)
   • Recombinant or synthetic-nucleic acid molecules, biological agents, toxins? = Institutional Biosafety Cmte (IBC)
   • Human subjects (including surveys, self)? = Institutional Review Board (IRB)

*Note that all this applies to teaching too
WHAT TO DO RIGHT NOW

3. Think about what your research* will involve?
   • Study vertebrates? = IACUC
   • Recombinant or synthetic-nucleic acid molecules, biological agents, toxins? = IBC
   • Human subjects (including surveys, self)? = IRB
   • Soils?
   • Radioactive materials?
   • X-rays?
   • Lasers?
   • Transporting/shipping biological materials?
WHAT TO DO RIGHT NOW

3. Think about what your research* will involve?
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   • Recombinant or synthetic-nucleic acid molecules, biological agents, toxins? = IBC
   • Human subjects (incl surveys, self)? = IRB
   • Soils?
   • Radioactive materials?
   • X-rays?
   • Lasers?
   • Transporting/shipping biological materials?
   • Etc., etc., etc.

OVERWHELMED YET????
Outside UConn

An example (one study)

- State permit to catch and mark birds (one for each state)
- Federal permit to catch and mark birds
- Federal permit to collect nests, dead eggs, chicks, etc.
- State permit to access state lands
- Special park permissions to take tree cores and tag trees
- Federal permit to access National Wildlife Refuges (one for each)
- Individual landowner permissions for all other sites (dozens)
- State permit to install experimental exclosures

PERMITS TAKE TIME (MONTHS!) TO GET APPROVED
EEB Building Access

FOR ALL GRADUATE STUDENTS

one-stop shop for building access and issues EXCEPT PBB: email CLASFSHelp@uconn.edu

PBB, TLS: email cheryl.dudley@uconn.edu (TLS & PBB building manager)
BPP, Gant: email justin.heavenor@uconn.edu (Gant + Biophysics building manager)

include your NETID, photo of the back of your card, and whose lab you are in
cc your advisor on the email

We recommend asking for access to the following EEB spaces:
TLS exterior doors
TLS 315 (mailroom & teaching supplies)
TLS 171B (Bamford room)
PBB exterior doors & research wing doors
Gant exterior doors & your lab (if housed there) & EEB space
you may also need access to one or more teaching labs

IF YOU HAVE PLANTS/INSECTS IN THE RESEARCH GREENHOUSES

You will need access to the following (from Brett):
BPB exterior doors
BPB elevator
research greenhouses on roof of BPB

Biophysics collections: independent access granted only after completion of collections course
EEB Resources

- **EEB Rainforest** (Meghan Moriarty, greenhouse manager) [florawww.eeb.uconn.edu](http://florawww.eeb.uconn.edu)
- **Biodiversity Research Collections** (Bernard Goffinet, Director; Katrina Menard, invertebrate curator; Sarah Taylor, herbarium manager; Erin Kuprewicz, vertebrate curator) [biodiversity.uconn.edu](http://biodiversity.uconn.edu)
- **Computational Biology Core** (Jill Wegrzyn, Director): high-powered computing clusters and bioinformatics support [bioinformatics.uconn.edu](http://bioinformatics.uconn.edu)
- **Basic molecular facilities** (Elizabeth Jockusch & Bernard Goffinet): PCR, gel imaging, DNA quantification, Sanger sequencing
- **Center for Genome Innovation** (Rachel O’Neill, MCB, Director): NextGen sequencing [cgi.uconn.edu](http://cgi.uconn.edu)
- **Collections library & Bamford library**
- **EEBedia** (Paul Lewis) [hydrodictyon.eeb.uconn.edu/eebedia/index.php/Main_Page](http://hydrodictyon.eeb.uconn.edu/eebedia/index.php/Main_Page) departmental wiki site: seminar speaker sign-up in normal times

Software

- **software licensing group**: [software.uconn.edu](http://software.uconn.edu)
  - Microsoft, Matlab, PulseSecure, ArcGIS Desktop
- **ArcGIS** [esri.uconn.edu](http://esri.uconn.edu) (contact Rich Mrozinski), [http://esri.uconn.edu](http://esri.uconn.edu)
- **VPN**: PulseSecure and/or CISCO AnyConnect, [https://kb.uconn.edu/space/IKB/10731882158](https://kb.uconn.edu/space/IKB/10731882158)

CLAS Shared Services

- Nick McIntosh – computer support (university-owned machines)
- Cheryl Dudley (TLS, PBB) & Justin Heavenor (Gant, BPP) – building managers
EEB Research Funds

- EEB has a number of different accounts that make funds available for small research awards ($200 - $1500)
- There is a once-a-year competition entered by filling out an application form
- Depending on the research area, these are evaluated by either the botanical or the zoological research committee
Help Resources

mental health (your own or that of someone you're concerned about)
  UConn Mental Health Services counseling.uconn.edu
  1-800-GRAD-HLP (National Grad. Crisis Help Line)

teaching Assistant
  Grad. Admissions and Awards Committee
  Department Head
  Center for Excellence in Teaching and Learning (CETL) http://cetl.uconn.edu

financial
  financial aid (US citizens and permanent residents only)—limited for grads.
  grad. student loan fund http://gss.uconn.edu/short-term-loans/ —short term loans
  summer support: limited; annual application to GAAC (research students only)

international students
  Nick Boston (EEB office)
  International Student and Scholar Services http://isss.uconn.edu

graduate school
  GA ‘onboarding’ https://grad.uconn.edu/assistantships/
  grad. school web page grad.uconn.edu/student-life/
  graduate catalog gradcatalog.uconn.edu

graduate employees union
  www.uconngradunion.org
  Teresa Graziano (nursing)-Steward for district including EEB

alcohol and drug
  aod.uconn.edu
**Additional Resources**

**Ombuds Office:** Jim Wohl ([https://ombuds.uconn.edu](https://ombuds.uconn.edu))

The UConn Ombudsman* serves as a neutral resource who provides confidential and informal assistance to members of the UConn and UConn Health community. The Ombuds Office was established to provide a confidential, neutral resource for staff, faculty, Professional and graduate students and trainees to express concerns, identify options to address workplace conflicts, facilitate productive communication, and surface responsible concerns regarding university policies and practices.

**Cultural Centers:**
- African American Cultural Center ([https://aacc.uconn.edu](https://aacc.uconn.edu))
- Asian American Cultural Center ([https://asacc.uconn.edu](https://asacc.uconn.edu))
- Puerto Rican and Latin American Cultural Center ([https://latinx.uconn.edu](https://latinx.uconn.edu))
- Rainbow Center ([https://rainbowcenter.uconn.edu](https://rainbowcenter.uconn.edu))
- Women’s Center ([https://womenscenter.uconn.edu](https://womenscenter.uconn.edu))
- Graduate Students of Color Association ([https://uconntact.uconn.edu/organization/graduatestudentsofcolorassociation](https://uconntact.uconn.edu/organization/graduatestudentsofcolorassociation))

**Center for Students with Disabilities:** ([https://csd.uconn.edu](https://csd.uconn.edu))

The mission of the Center for Students with Disabilities (CSD) is to enhance this experience for students with disabilities. Our goal is to ensure a comprehensively accessible University experience where individuals with disabilities have the same access to programs, opportunities and activities as all others. The Center is also committed to promoting access and awareness as a resource to all members of the community...The CSD also embraces its spirit by providing services to all students with permanent or temporary injuries and conditions to ensure that all University programs and activities are accessible.
Office of Institutional Equity [http://equity.uconn.edu](http://equity.uconn.edu)

The Office of Institutional Equity (OIE) ensures the University’s commitment and responsibility to foster diverse and inclusive working and learning environments. Our work focuses on ensuring compliance with the University’s non-discrimination and anti-harassment policies, as well as state and federal laws and regulations related to equal opportunity and affirmative action. We provide support and advice to all University offices on EEO recruitment and retention issues, provide sexual harassment prevention and diversity awareness training and serve as a resource for responding to reports of discrimination and harassment, Americans with Disabilities Act (ADA) (Title I) compliance, and Title IX compliance.

**Title IX related resources** [https://titleix.uconn.edu](https://titleix.uconn.edu)

UConn is committed to creating and maintaining a campus environment free from all forms of sexual harassment, sexual violence, relationship violence and stalking. The intent of this website is to raise awareness and to provide information, support and resources to anyone impacted.

As a University, we are committed to ensuring compliance with [Title IX](https://www2.ed.gov/about/offices/list/ocr/), a federal law that prohibits discrimination based on the sex (gender) of employees and students of educational institutions that receive federal financial assistance. Title IX’s prohibition of sex discrimination includes prohibition of sexual harassment and sexual violence.
## Graduate Student “Ontogeny”

### Table of Deadlines

<table>
<thead>
<tr>
<th></th>
<th>PhD</th>
<th>MS (Plan A, thesis)</th>
<th>BS/MS (Plan B, Biodiversity)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form provisional committee</td>
<td>1st</td>
<td>1st</td>
<td>N/A</td>
</tr>
<tr>
<td>Formalize committee</td>
<td>3rd</td>
<td>2nd</td>
<td>1st</td>
</tr>
<tr>
<td>Plan of Study</td>
<td>3rd</td>
<td>2nd</td>
<td>1st</td>
</tr>
<tr>
<td>General Exam</td>
<td>4th</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Prospectus</td>
<td>5th</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Defense/Final examination</td>
<td>10th</td>
<td>4th</td>
<td>4th</td>
</tr>
</tbody>
</table>

N/A = not applicable

**Red font:** deadlines overseen by relevant Grad. Committee
- GAAC for PhD, plan A MS (C. Elphick, chair)
- BS/MS Advisory Committee for Plan B MS (C. Garcia-Robledo, chair)

**General rule:** committee can grant 1-semester extension
- Longer extension requires permission from the relevant Grad. Committee
**Advisory Committee**

Major advisor (appointed to Graduate Faculty in EEB)
2+ associate advisors (rules differ slightly for MS and PhD)
roles: guidance on coursework, research, internships; conduct exams/defenses
formal meeting at least annually

**MS Committees (plan A & plan B)**

Associate advisors: 2 required (typically EEB faculty members, but not required)
  “An associate advisor must possess suitable academic or scientific credentials in the student’s field of study” (UConn rule)
  at least 1 must be on UConn Graduate Faculty
  less common to include outside advisors (but it happens)

**PhD Committees**

Associate advisors: 2 required
  at least 1 must be on EEB graduate faculty
  common to include outside advisors
  common to have more than two (up to four)
Student-Advisor Relationships

What are the roles of your advisor?

Help you develop into an independent scientist

Intellectual guidance
  project development
  experimental design/troubleshooting
  finding funding
  internship selection
  course selection

Feedback on written work
  grants
  manuscripts
  dissertation/thesis
  job applications

Talk about big picture/career plans

Help you identify opportunities/make connections

Write letters of recommendation
Plan of Study

**MS Plan of Study**
**30 credits minimum** (even if you see a lower number somewhere!)

Plan A: 21+ credits coursework (counts seminars, independent study, etc.)
9+ credits GRAD 5950/5960 (thesis research credits)
no program-wide course requirements
your committee is likely to require some specific courses

Plan B: 30+ credits appropriate coursework, fulfilling **EEB-specific requirements**
internship (2+ months; for credit or not)
research (4+ credits, EEB 5889)

**PhD Plan of Study**
without MS: 30+ credits coursework (counts seminars, independent study, etc.)
with MS: 15+ credits coursework
all: 15+ credits GRAD 6950/6960 (dissertation research credits)
all: no program-wide course requirements
all: your committee is likely to require some specific courses
‘related area’: at discretion of your Advisory Committee

**Plan of study** can be amended at any time, with Advisory Committee approval. At graduation, courses on Plan of Study must be completed.
<table>
<thead>
<tr>
<th>Tenured/tenure-track Positions</th>
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</thead>
<tbody>
<tr>
<td>Arcadia University</td>
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<tr>
<td>Assumption College</td>
</tr>
<tr>
<td>Bucknell University</td>
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<tr>
<td>California State University Dominguez Hills</td>
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<tr>
<td>California State University, San Marcos</td>
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<tr>
<td>Chicago Botanic Garden &amp; Northwestern U.</td>
</tr>
<tr>
<td>Colby College</td>
</tr>
<tr>
<td>College of the Atlantic</td>
</tr>
<tr>
<td>Curry College</td>
</tr>
<tr>
<td>Drake University</td>
</tr>
<tr>
<td>Fort Hays State University</td>
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<tr>
<td>Framingham State University</td>
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<tr>
<td>Incheon National University (Korea)</td>
</tr>
<tr>
<td>LeMoyne College</td>
</tr>
<tr>
<td>Meredith College</td>
</tr>
<tr>
<td>Plymouth State University</td>
</tr>
<tr>
<td>Saddleback College</td>
</tr>
</tbody>
</table>
Government/non-profit positions (often conservation related)

- Agricultural Scientist, Department of Entomology, Connecticut Agricultural Experiment Station
- Assistant Director of Marine Fisheries, Connecticut DEEP
- biologist/bioinformatician, Smithsonian Institution's CTFS-ForestGEO network
- Conservation Scientist, Chicago Botanic Garden
- Director of Bird Conservation, Audubon Washington
- Director of Caribbean Community Climate Change Centre
- Director of Research and Education, Linda Loring Nature Foundation (Nantucket) Executive Director, Mystic River Watershed Association
- Herpetological Geneticist, U. S. Geological Survey, Western Ecological Research Center
- Invertebrate Zoologist, Natural Heritage and Endangered Species Program, Massachusetts Division of Fish & Wildlife
- Northwest Coordinator, Foresters for the Birds, Forest Stewards Guild
- OTS Education and Research Liaison, La Selva, Costa Rica
- Research Officer, National Research Council, Canada
- Senior Urban Forestry and Landscape Planner, City of Somerville, MA
- Undergraduate Project Leader and Research Specialist, Cary Institute of Ecosystem Studies
- Vermont Dept of Environmental Conservation