GRADUATE STUDENT ORIENTATION GUIDE TO NRC

A guide for incoming graduate students in the Department of Natural Resources and Conservation

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1. STUDENT ID CARD: YOU NEED THIS TO DO JUST ABOUT ANYTHING!

What is a UCard?
- Official UMass Student identification card

How do I obtain a UCard?
- Go to the UCard office located in the Franklin Dining Commons, Room 104
- There is no additional charge for your UCard (it is included in your student fees)
- If you lose it you will have to pay a replacement fee

What do I use the UCard for?
- Library card for the 5-College Library System (library bar code is located on the front)
- You can set up a debit UCard account that can be used to make purchases on campus (copy machines, food, etc.). Information on how to set up and manage your UCard account can be found at http://services.jsatech.com/index.php?cid=119
- Serves as a PVTA bus pass (follow link to find more information about bus schedule and routes: http://www.umass.edu/transit/bus.html)
- Used to access recreational facilities (see below for information on rec facilities)
- Student discounts at many local businesses
2. PEOPLE YOU NEED TO KNOW

If you need help with any of the items listed below, anyone in the NRC office will usually be able to assist you if the designated point person is not available.

Who: LINDA FORTIN

Where: Main office

What: Linda is the person to contact if you need...

• **To have your name added to the NRC email list.** Give Linda your name and UMass email address with the date of your request. The email list will tell you about department happenings and important administrative updates

• **A mail box in the Holdsworth mailroom**

• **Keys to campus buildings** e.g Holdsworth front door and computer room, Draper (or where ever your new office is located). All students should receive multiple keys: one key to Holdsworth; if your office is in another building besides Holdsworth (e.g. Draper), you will need a key to the exterior door and a third key to your office. Make sure that all 2-3 keys are ordered when you place your request. The main office may have spare copies of some keys on hand.

• **To hire an undergraduate assistant.** This may be as a summer assistantship or for work-study. Linda will help you fill out forms to get you started. Your assistant's hours can be submitted to Linda or Carolyn Safarik
• Reserve one of the department conference/meeting rooms (Holdsworth 312A or 306). Forms are on the file cabinet next to the front desk.

• Teaching Assistant related class materials such as large copy jobs (handouts, papers), course bluebooks, bubble sheets, etc.

• Student forms

• To report a maintenance problem. Linda will then contact the physical plant to have the problem fixed

• A guest parking permit. Guest passes for visiting lecturers as part of a class or department meeting (e.g. committee meetings). Please give at least one day’s notice for a pass. Parking passes for all other guests may be requested but will cost $5 per day.

• To reserve and sign out audio-visual equipment

• Send out and receive packages (e.g. UPS)

Who: LORI MINER

Where: Main office (offices to the right)

What: Lori is the person to contact if you need...

• To submit forms and receipts for travel reimbursement. Lori can also answer questions about what is covered, what the current mileage rate is, etc.

• To submit a receipt for a (grant-related) purchase over $500

• To process Teaching Assistant appointment paperwork
Who: ROXANN CORMIER
Where: Main office (offices to the right)
What: Roxann is the person to contact if you need...
- Purchasing procedures for grant-related spending
- To request reimbursement for grant-related out-of-pocket expenses
- To suggest (minor) web-page maintenance and updates. Major website issues should be directed to Alex Schreyer (mail@alexschreyer.net)

Who: CAROLYN SAFARIK
Where: Main office, back office (to the right)
What: Carolyn is the person to contact if you need...
- To process Research Assistant appointment paperwork. Carolyn will process your appointment or contracts forms after your advisor has done the initial filing and you will find paper work in your Holdsworth mailbox to sign and return (to Carolyn)
- Help with Research grant accounting
- Questions about Grant and contract procedures and calculations
- Hiring non-student field technicians

Who: JOANNE BUCHANAN
Where: Main office (offices to the left)
What: Joanne is the person to contact if you need...
- Extension-related purchasing
- Extension-related Accounting and Bookkeeping
Who: JIL PROSCIAK
Where: Main office (offices to the left)
What: Jill is the person to contact if you need...
  • Coop-related purchasing
  • Coop-related Accounting and Bookkeeping

Who: DAN PEPIN
Where: 1st floor Holdsworth (room 103)
What: Dan is the person to contact if you need...
  • To fix minor repairs around Holdsworth
  • To make or build project related materials
  • Move your office or equipment in your laboratory. Dan has a variety of dollies and tools that may be borrowed at his discretion for use in the building
3. WHERE ARE ALL THE GRADUATE STUDENTS?

Office locations:

• **Holdsworth:** students are scattered about in laboratories, some multi-student offices, and a few single rooms
• **Hatch Lab:** 1st and 2nd floors
• **Aq Eng Annex A:** this is a new and growing space for graduate student offices as of Fall 2008
• **Cold Storage:** rooms 1 and 210. The area known as “cold storage” is located behind Chenoweth Lab. (this space is being phased out as of Fall 2008)
• **Conte Laboratory:** Turners Falls, MA
• **Draper:** Post-docs are located in room 323

There is no central location for student offices. To find where a student’s desk or office is it is best to contact them directly by email or their advisor. Linda Fortin also has a list of students and building maps if you run into trouble.
4. COMMUNICATIONS AND ACCOUNTS

What is OIT?

- OIT (Office of information technologies) provides computer and telephone services on campus (http://www.oit.umass.edu/index.html)

How do I obtain an OIT account?

- You should receive a NetID and password when you are officially accepted into the Graduate school. Use the NetID to activate your OIT account at the following link: https://spire.umass.edu. You can change your password after the initial setup.
- When you establish your OIT account you will receive a UMass e-mail account (will look something like JDoe@nrc.umass.edu)

What if I did not receive a NetID and password?

- Contact the OIT office in LGRC A113, (413) 545-9400. You will need to go down the office to set up an account.
- Your NetID and password are used to access several of the services provided by OIT

What services are provided by OIT?

- Wireless web access on campus
- UMail--UMass e-mail interface
  - Send, receive, and manage your UMass e-mail account
  - Storage limit 30 MB. You can request more space from OIT if necessary.
- UMail attachment size limit is 5 MB
- You can forward your e-mail to any e-mail account
- Access UMail using supported e-mail servers such as Mozilla Thunderbird, Netscape, Outlook, Apple, and Entourage
- You can search for e-mail addresses of UMass students and faculty using the address book UMass directory search
- https://mail-
  www.oit.umass.edu/horde/imp/nss_login.php?reason=login

- UDrive
  - Web server used to store and share files, on and off-campus access
  - Available space: 250 MB
  - https://udrive.oit.umass.edu/xythoswfs/

- SPIRE--Personal student center
  - Search and register for classes
  - Course schedule
  - Access your academic record
  - Check your finances (Bursar account, Financial Aid, etc.)
  - Change/edit your personal contact information
  - https://spire.umass.edu/psp/heproda/EMPLOYEE/HRMS/?cmd=login

- SPARK
  - Web server learning interface that uses the Blackboard Learning system software
Several professors use this website to post course information such as the syllabus, lecture material, grades, etc.

https://spark.oit.umass.edu/webct/entryPageIns.dowebct

- Additional information about the services provided by OIT:
- http://www.oit.umass.edu/service_topic.html
5. SEMINAR SERIES OFFERED IN NRC AND OTHER RELATED DEPARTMENTS

Natural Resources Conservation
  - http://nrc.umass.edu/nrc/

Links to Department seminars in the College of Natural Resources and the Environment (NRE)
  - Food Science
    - http://www.umass.edu/foodsci/gradSeminar.html
  - Microbiology
    - http://www.bio.umass.edu/micro/seminars_dept.html
  - Plant, Soil and Insect Sciences
    - http://www.umass.edu/psis/seminar/seminar.html
  - Resource Economics
  - Veterinary and Animal Sciences
    - http://www.umass.edu/vasci/graduate/seminars.html
  - Landscape Architecture and Regional Planning

List of Life science seminars compiled by the Biology Department
  - http://www.bio.umass.edu/biology/seminars.phtml

Organismic and Evolutionary Biology Seminars
  - http://www.bio.umass.edu/oeb/seminars
6. GRADUATE COMPUTER RESOURCES

NRC graduate students have their own computer room located in Room 331. The key to the exterior doors of Holdsworth open the door to the computer room. Keys can be obtained from Linda Fortin in the main office. There are 12 work stations, a printer, and Ethernet hook ups for laptops. All computers have internet access and hard drive space available for students to save work on. The room also has dry erase and bulletin boards for group meetings and posting information.

All computers have the following software:

- Microsoft Office, Open Office, Canoco, Visual Basic

There are a variety of GIS software available including:

- ArcGIS, Quantum GIS, Rama GIS

Statistical software include:

- R, Simulistics, Stella, SAS
7. LIBRARY INFORMATION

What libraries are in the other 5-College library system and how are they coded in the library catalog?

- **Amherst College**
  - Keefe Science Library (AC Science)
  - Robert Frost Library (AC Frost)
- **Hampshire College**
  - Harold F. Johnson Library (HC Library Center)
- **Mount Holyoke**
  - Williston & Miles-Smith Library (MH Main Library)
- **Smith College**
  - Neilson Library (SC Neilson)
  - Young Science Library (SC Young)
- **UMass Amherst**
  - Integrated Sciences and Engineering Library (UM Science)
    - Primary location for Natural Sciences, Biology, etc. on campus
    - Generally closed at 9:00 p.m. during the week
    - UMass main campus library
    - Open 24hrs.
    - Secondary location for Natural Sciences resources
What services are offered with my library account?

- **General library account**
  - Use your library barcode to access account online
  - Check on books that you have loaned
  - Renew items online
  - Check on status of requests from the 4 other college libraries in the system
    - You can specify which library on campus you would like your requests sent
  - Link: [http://fcaw.library.umass.edu:8991/F/?func=BOR-INFO&local_base=fcl01uma](http://fcaw.library.umass.edu:8991/F/?func=BOR-INFO&local_base=fcl01uma)

- **Interlibrary Loan and Document Delivery (ILLiad)**
  - **When do I use ILL?**
    - If you are unable to find an item in the 5-College library catalog use ILL to request the item
    - Depending on the format of the material it will be sent to you electronically or delivered to your specified library location
    - You can also use ILL to order a copy of journal articles from the other 4 college libraries
o **When not to use ILL**
  - Do not use ILL to request items located in the other 4 college libraries. Instead you will click on "request item" in the library catalog. It will be delivered to your specified UMass library location

o **When can I use Document delivery (library express) service?**
  - When you are requesting items from UMass library locations
  - You can request items from be sent to you electronically or delivered for a $5.00 fee
  - Link: [http://www.library.umass.edu/services/ill/index.html](http://www.library.umass.edu/services/ill/index.html)

- **RefWorks citation manager**
  - Citation manager software that can be used on and off-campus
  - Refworks can be used to collect, store, and organize citations from books, articles from databases, web sites, and other sources
  - You will need to set up an account to use RefWorks
  - Link: [http://www.library.umass.edu/reference/refworks/index.html](http://www.library.umass.edu/reference/refworks/index.html)

**How long can I loan books and bound periodicals?**
- Loan period for books is 28 days for Graduate students and 180 for Doctoral
- Bound periodical can be loaned for 24 hrs.
8. TEXTBOOKS

Where can I purchase textbooks or other materials for courses locally?

- Your course professor may have requested textbooks from the following local locations
  - Jeffrey Amherst Books
    - http://jeffbooks.com/home2.html
  - Amherst Bookstore
  - UMass Textbook Annex
    - http://www.bkstr.com/CategoryDisplay/10001-10001-10571-1?demoKey=d
  - UMass Extension Bookstore
    - http://umassextensionbookstore.com/catalog/
9. OH THE FEES YOU WILL HAVE TO PAY!

You are GEO eligible for one semester if you earn $3467.5 in that semester. For 2 semesters if you earn twice that in a year (can be earned all in one semester or split between the two). Basically you need 10 hrs per week of teaching or research assistantship. Many fees are waived for GEO eligible students but not all. Paying spring fees also covers summer enrollment in health coverage.

Different options for GEO eligible students and the associated fees (spring of 2008):

1. Continuation fee (formerly known as Program Fee) - If you are taking no classes you can enroll in just the continuation fee of $275. You can do this through Spire by enrolling in class #57092 under the "Graduate School" department (GRADSCH 999).

2. 1-4 Credits - $222 Service Fee + $50 Graduate senate tax = $272. *

3. 5-8 Credits - $388 Service Fee + $50 Graduate Senate Tax = $438*

4. 9+ Credits - $545 Service Fee + $50 = $595. All of these fees are subject to change with each academic year.

* If you register for Continuation fee or are taking less than 8 credits and wish to be considered a full time student you must get the GPD (currently Kevin McGarigal) to send a memo to the graduate school saying the department considers you a full time student. You will also need this memo to be eligible to receive student loans.
• You must register full-time (9 credits) for 2 semesters to be eligible for graduation. When considering registering for the Continuation fee opposed to credits, make sure you meet this requirement.

• GEO eligible students pay 5% of the health plan costs. That works out to around $70 a semester. If you are taking less than 5 credits or on program fees you must re-enroll in person at the health center at the beginning of each semester. If you are taking more than 5 credits you should be automatically enrolled in the health plan, but you might still want to check with the health center. You must go and pay your health fee and sign a form in the beginning of the semester to get your insurance for that semester if you are on continuation fee.

• In addition to the above fees there is a $332 entering student fee that you must pay your first semester.

Fee Minimization Strategies

1. After you’ve decided how what classes you’re taking it costs you nothing more to add thesis/dissertation credits up until just below the next fee threshold (make your total credits for the semester 4 or 8). Just make sure to get a memo saying you’re a full time student and don’t forget to enroll in the health plan.

2. Similarly if you have over 9 credits in classes you don’t pay anything more for adding additional thesis/dissertation credits. There’s a maximum of 16 per semester (or 18 with GPD approval).
3. If you’re not taking any classes in a semester realize that the cost of enrolling in 4 thesis/dissertation credits is pretty much the same as the program fee. Similarly the cost of taking a single class (3 or 4 credits) is pretty much the same as the cost of taking no classes.

- Master’s students can count a maximum of 10 thesis credits towards their degree (but don’t need any) and need 30 credits total. PHD students need at least 10 dissertation credits.

- It’s possible to get your fees deducted from your paycheck over the course of the semester. This must be set up far in advance (previous semester). To do this you have to print the payroll deduction form available on the bursar’s website (http://www.umass.edu/bursar/), fill it out, and hand it in at the bursar’s office.

- Currently you cannot pay your bill (this may change) by credit card so note that you will have to pay your semester bill by check or cash or pay it in parts over the semester and be charged a $50 late fee.

Additional Resources:

1. The Graduate School (http://www.umass.edu/gradschool/)

   Graduate Records, Registration, and Transcripts, 534 Goodell Building
   Phone: (413) - 545 - 0024   (8:30 AM - 5:00PM M-F)

2. GEO (the graduate employee organization) http://www.geouaw.org/
10. GRADUATE EMPLOYEE ORGANIZATION (GEO)

If you are a Teaching Assistant (TA), Teaching Associate (TO), Research Assistant (RA), Project Assistant (PA), Assistant Resident Director (ARD), Intern, Trainee, or Working Fellow you can become a member of GEO and be covered by GEO stipends and benefits. GEO is a unit of the United Auto Workers (UAW) Local 2322, which is based in Holyoke. We are not the only graduate students affiliated with the UAW – Umass Boston, Umass Lowell, the University of Washington and the entire University of California system are too. Umass Amherst graduate students have been unionized since 1990.

What does GEO do?
The main task of GEO is to negotiate a contract with the University Administration that determines wages and benefits for graduate student employees. This is usually a major undertaking and requires many meetings, negotiations, and usually several rallies.

What benefits and assistance does GEO provide me with?
- Tuition and curriculum fee waivers
- Dental and vision plans
- Discounted Health Insurance
- Help resolving workplace conflicts
How do I become a member?

To be a voting member of GEO, you must check off the box for membership on your Dues Deduction Form. This form is sometimes attached to your assistantship contract, or you can sign it at the new employee orientation hosted by the Graduate School, or you can pick one up in the GEO office in room 201 of the Student Union. Dues are 2% of your salary. For employees with a 20 hour/week assistantship contract, this works out to about $6 a week. Graduate employees who choose not to join the union must pay an "Agency Fee," as established under state law. This amount is recalculated each year.

How many hours a week do I need to work in order to receive a tuition and fee waiver?

In general, if you work 20 hours per week in either semester you will receive a full year's tuition and fee waiver. If you work one 10-hour appointment in the fall and one 10-hour in the spring you receive a full year's tuition and fee waiver. If you work one 10-hour appointment per year then you will get a waiver for one semester.

How many hours a week do I need to work in order to receive health insurance?

Health insurance is provided by the University. Anyone eligible for a tuition waiver also gets Basic health care coverage. In general, working one 20 hour appointment per year will give you Basic and SHIP coverage at a reduced rate for the entire calendar year. Working one 10-hour appointment per year
will give you 95% waivers for Basic and SHIP fees for one 6-month coverage period. Working one 10-hour appointment in the fall and one 10-hour in the spring will earn you waivers for Basic and SHIP fees for the whole year. Check the website for information about Family and Domestic Partner Coverage.

**How do I sign up for the Dental and Vision Plans?**

These plans are administered through the Union. You must sign up for these plans every year generally by early October. Check the website for details.

**What if my funding comes from a non-University source?**

As long as your paycheck comes from the University of Massachusetts, you are eligible to be a member of GEO.

**If I elect to pay the Continuation Fee (formerly known as the Program Fee) am I still eligible for benefits?**

Again, as long as your paycheck comes from the University of Massachusetts, you are eligible to be a member of GEO. You are still eligible for benefits, but you must go to University Health Services to sign up for health insurance in person before the add/drop period of each semester.

**Do I have access to any discounts as a GEO member?**

Yes. Check the Union Discounts page of the website for more details. You also get discounted parking. Remember to bring a copy of your contract with
you when you purchase your parking permit. Check the parking services
website for current fees. http://parking.umass.edu/index.php/home/

What should I do if I have a problem in my workplace or with my
insurance provider?

If you feel that any portion of the contract is being violated, you can
contact the NRC steward or the GEO office and speak with a staff member
about your options.

How can I get involved in GEO?

• Read over the current contract so you know what benefits you are
  entitled to.
• Check out the website http://www.geouaw.org/
• Go and find the GEO office in room 201 the Student Union. There are
  always friendly people there to answer your questions.
• You will get GEO emails. Read them to stay on top of what’s going on.
• Attend the membership meetings and social gatherings. They are a
great way to meet people from other departments.
• Support the hard work that the GEO officers do by going to a rally,
even if you don’t feel particularly educated about the issue. People
will fill you in once you get there.
11. ANIMAL USE PROTOCOL / RESEARCH PERMITS

If you will be conducting research on vertebrate animals, you must be an approved Animal Use Protocol on file in the Animal Care Office on Campus (Research Administration Building; 5-0668; iacuc@resgr.umass.edu; http://www.umass.edu/research/aco/)

- Your major professor may already have prepared a protocol and had it approved, but you need to make sure you have a copy.

- If one has not been prepared, you will need to collaborate with your major professor to prepare one and have it approved prior to any affiliated research.

- The IACUC requires that all personnel listed in an animal use protocol that have contact with living vertebrate animals receive appropriate training for animal users, including graduate and undergraduate students.

- Potential field technicians must go through the training as before starting work on a project.

- The Compliance Coordinator conducts monthly one-hour classroom training sessions for new animal users that meets federal requirements. All animal users must take the animal users’ update training each year on or before the anniversary of their first training.
• All State or Federal permits must be approved and in hand prior to official IACUC approval

When should I peruse this?

The best time to submit your IACUC forms would be as soon as you have completed your research proposal. This is because the IACUC committee only meets so many times a semester, and if you miss a review date you will be delayed until the next period of review.

• If your proposal gets rejected for some reason you may have to wait longer.

• Forms are available on the web and are very specific. Any further questions should be brought to your advisor and the IACUC office.
12. MEMOS MEMOS MEMOS....

When are they needed?

Memos are needed for virtually everything that is submitted to the GPD and the Graduate School. Anything that is submitted to the GPD and Graduate School should be a memo written in a letter of correspondence format. The graduate program director will ultimately complete the memo to the Graduate School; however, what you submit to the GPD should be detailed, yet concise. This will make the GPD's life a lot easier.

Additional Forms: Broken up by Degree

When in doubt check in the main office of Holdsworth Hall. If a form is cited to be from the graduate school and it cannot be found, call the school and ask what they specifically want on the submitted “form”. Often times these forms do not exist. Finally, it recommended that you sign all forms in black ink.

Master's Degree

Committee members chosen and letter sent to Graduate School via GPD

- This should be written as a letter of correspondence to the Graduate School. It should list the members of your committee and their respective
departments and should denote if they have attained a PhD. It would be encouraged to have each member of your committee sign the document.

Submission of Thesis Outline

-This submission should contain two documents: 1) A copy of the actual proposal and 2) a signed letter of correspondence to the Graduate School stating your intent to submit your thesis outline. You and your committee both should sign this document. See below for an example.

Dissertation Defense Form

-This is one of the few forms provided by the department that you will need to fill out and submit to the Graduate School and the GPD. This form must be filled out before the oral exam/defense can be scheduled. The thesis and professional master's degree have different forms.

Scheduling of Thesis Defense

-Once the dissertation defense form has been submitted and confirmed by the Graduate School you may schedule your oral exam/defense. This would be submitted as a letter of correspondence: stating the date, location, and members of your committee to be present. It is common for this to be sent out to the department as well via email. This will be submitted to the GPD and Graduate School. It is always a good idea for you to have your committee sign the document as well.
Passing of Thesis Defense.

Once you have passed your oral exam / defense you may submit this letter of correspondence to the GPD and Graduate School stating your passing. It is recommended that the members of your committee sign the document before submission.

Submission of Thesis to Graduate School

This is culmination of your graduate studies. The Graduate school has a great website dedicated to this step. You can submit it electronically and or by dropping it off to the Graduate School itself. Don’t forget to go through the GPD before submitting it to the Graduate School. The department also provides a check list of what you should have completed before submitting your thesis (This can be found in the NRC Graduate Handbook).

Degree Eligibility Form

- This is a (yellow) form submitted to the Graduate School via the GPD and Department Head. You should also show documentation of all action above.
Doctorial Degree

You will see a lot of overlap in the forms that need to be submitted. You will find a list of the ones needed for the PhD program below. Any new forms not previously described will be elaborated. For additional information contact your GPD.

Passing of Prelim / Comprehensive Exam

- Form D.2 in Graduate School Handbook

Dissertation Committee members chosen

- Form D.3 in Graduate School Handbook

- This should be forwarded to the Graduate School via the GPD

Dissertation outline approved

- Form D.4 in Graduate School Handbook

- This should be approved by your committee and forwarded to the Graduate School via the GPD

Scheduling of Dissertation Defense
- This is also known as the Ph. D Dissertation Defense Form. This can be found in the NRC Graduate Student Handbook.

**Passing of Dissertation Defense**

- “Final Doctoral Oral Results:

- D.6 in Graduate Student Handbook

**Dissertation revised and submitted to Graduate School**

- Form D.7 in Graduate School Handbook

**Degree Eligibility Form**

- This is a (green) form submitted to the Graduate School via the GPD and Department Head. You should also show documentation of all action above.
Example of a form that you will have to make:

I love Animals and Trees

A Thesis Outline Proposal Presented
By
Gregor Mendel

Approved as to style and content by:

Rachel Carlson, Chair

Charles Darwin, Member

Chuck Norris, Member

Jane Goodall Member

Francis Crick, Graduate Program Director
Department of Natural Resources Conservation

Jack Hannah, Department Head
Department of Natural Resources Conservation
13. TRAVEL GRANTS

If you travel to a conference and present either a poster or oral paper, you are eligible for assistantship.

- You need to coordinate your travel grant application with the GPD and your advisor.

- Grant funds may be applied to registration, transportation, and lodging expenses documented by receipts for up to $200 for regional, $300 for domestic, and $400 for international travel. Meals, copying, and other incidentals are not reimbursable.

- Application instructions and forms can be found at http://www.umass.edu/gradschool/memo_to_graduate_students.htm
14. CORPORATE AND PRO CARDS

If your research project requires a lot of out-of-pocket expenses or you travel often, you may be eligible for a UMass Corporate Travel Card or a Pro Card. Both of these credit cards are given to graduate students on a limited basis. Expenses are paid out through your grant money. You should ask your advisor if you qualify and if they will support you in applying for a card.
15. COMPUTER, SOFTWARE, AND STATISTICS HELP

- Computers may be purchased through the University buying program at a discounted rate [http://usave.umassp.edu/](http://usave.umassp.edu/)

- OIT offers students discounts on many software licenses for Macs and PCs. You can download OS system software, email programs, web browsers, Adobe products, and anti-virus software directly from [http://www.oit.umass.edu/software/index.html](http://www.oit.umass.edu/software/index.html)

- Discounts on statistical software and licenses as well as instructional guides, software patches, and consulting services are available at [http://www.umass.edu/statdata/](http://www.umass.edu/statdata/)

- OIT offers beginner and intermediate level workshops on how to use SAS and SPSS software. To get dates and times for the current semester go to A119 LGRC, telephone 545-9730 or [http://www.oit.umass.edu/workshops/general/index.html](http://www.oit.umass.edu/workshops/general/index.html)
16. STUDENT SOCIETIES AND PROFESSIONAL GROUPS IN NRC

If you cannot locate a meeting time or contact for the student chapter, it is best to contact the “faculty advisor” or another member of the faculty who is studying in that general area of research. In some cases the club may be inactive. You could always revive it!

The Wildlife Society
The Wildlife Society (TWS), founded in 1937, is an international non-profit scientific and educational association dedicated to excellence in wildlife stewardship through science and education. Our mission is to enhance the ability of wildlife professionals to conserve diversity, sustain productivity, and ensure responsible use of wildlife resources for the benefit of society.

Advisor: Curtice R. Griffin

American Fisheries Society
The American Fisheries Society (AFS) is the world’s oldest and largest organization dedicated to strengthening the fisheries profession, advancing fisheries science, and conserving fisheries resources.

Advisor: Francis Juanes
Society of American Foresters
Since 1900, the Society of American Foresters has provided access to information and networking opportunities to prepare members for the challenges and the changes that face natural resource professionals.
Advisor: David B. Kittredge, Jr.

Forest Products Society
The Forest Products Society is an international not-for-profit technical association founded in 1947 to provide an information network for all segments of the forest products industry — from standing tree to finished product.
Advisor: David T. Damery

National Association of Home Builders
NAHB is a Washington, D.C.-based trade association whose mission is to enhance the climate for housing and the building industry. Chief among NAHB’s goals is providing and expanding opportunities for all consumers to have safe, decent and affordable housing. As “the voice of America’s housing industry,” NAHB helps promote policies that will keep housing a national priority.
Advisor: David T. Damery
17. **CAMPUS RECREATIONAL FACILITIES**
(http://www.umass.edu/campusrec/index.html)

Do I need a membership to use the recreational facilities?
- YES. Graduate students need a membership to access the sports and recreation facilities, participate in Fitness and Wellness programs, and intramurals

- Your UCard is used as a membership ID

- The fee for Graduate Students is $40.00 per semester (subject to change). There are additional fees to participate in the Fitness and Wellness Programs (Yoga, Cardio blast, Kickboxing, etc.)

Where do I purchase a membership?
- Campus Recreation office in 215 Boyden

What fitness facilities are available?
- Fitness centers (Boyden and Totman)
- Pools (Boyden, Totman and Hicks)
- Gymnasiums (Boyden and Totman)
- Squash and handball courts (Boyden)
- Tennis courts (Behind Mullin Center)

Totman is the closest facility to Holdsworth. The recreation gym is small, but there a second up-and-coming gym facility run by the Kinesiology
Department called the Body Shop. It costs a little more but may be worth it to avoid crowding. It also has newer equipment. Boyden has more facilities including squash courts and is where many of the drop in classes are ($1 each) which include aerobics and pilates.
18. OTHER IMPORTANT RESOURCES

Graduate School handbook

http://www.umass.edu/gradschool/handbook/

NRC handbook

http://nrc.umass.edu/