

THE  
RUBENSTEIN  
SCHOOL  
STUDENT  
HANDBOOK:  
MS & PhD  
Edition

**2020- 2021**



**Everything you always  
wanted to know about  
graduate school but were  
afraid to ask...**

or you didn't know who to  
ask...or you didn't know you  
needed to ask until just now.

It's probably in here.

And if you can't find it –  
**JUST ASK!!**

# Our Common Ground

The University of Vermont is an educationally purposeful community seeking to prepare students to live in a diverse and changing world. We who work, live, study, teach, do research, conduct business or participate in the University of Vermont are members of this community. As members, we believe in the transforming power of education and agree to help create and foster an environment where we can discover and reach our true potential.

We aspire to be a community that values:

**Respect:** We respect each other. We listen to each other, encourage each other and care about each other. We are strengthened by our diverse perspectives.

**Integrity:** We value fairness, straightforward conduct, adherence to the facts, and sincerity. We acknowledge when things have not turned out the way we had hoped. As stewards of the University of Vermont, we are honest and ethical in all responsibilities entrusted to us.

**Innovation:** We want to be at the forefront of change and believe that the best way to lead is to learn from our successes and mistakes and continue to grow. We are forward-looking and break new ground in addressing important community and societal needs.

**Openness:** We encourage the open exchange of information and ideas from all quarters of the community. We believe that through collaboration and participation, each of us has an important role in determining the direction and well-being of our community.

**Justice:** As a just community, we unite against all forms of injustice, including, but not limited to, racism. We reject bigotry, oppression, degradation and harassment, and we challenge injustice toward any member of our community.

**Responsibility:** We are personally and collectively responsible for our words and deeds. We stand together to uphold our common ground.

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## WELCOME!!

Welcome to Burlington, the University of Vermont, and the Rubenstein School of Environment and Natural Resources (RSENr).

This handbook is intended for current and potential graduate students in the Rubenstein School of Environment and Natural Resources at the University of Vermont (UVM). The UVM Graduate College is responsible for all advanced degrees at UVM and sets forth the minimum requirements and standards. These requirements are available in the Graduate College Catalogue, accessible from their website. The [Graduate College website](#) also provides excellent information about all Graduate College policies, procedures, deadlines, forms, and courses that are approved for graduate credit (found in their "[Resources](#)" section).

This handbook provides additional details that are specific to the Rubenstein School of Environment and Natural Resources. All Rubenstein MS and PhD students are expected to become familiar with this handbook and other Graduate College information.

**\*Note: Handbook and Resources for students in the Masters in Professional Studies in Leadership for Sustainability Low-Residency program are available [here](#).**

## THE RUBENSTEIN SCHOOL

RSENr is a thriving community of approximately 750 undergraduates, 120 graduate students, 53 faculty, 12 research staff, two outreach personnel, 13 pre/post docs and 20 administrative staff. At the undergraduate level, there are six academic programs: Environmental Sciences, Environmental Studies, Forestry, Natural Resources, Parks, Recreation, and Tourism, and Wildlife and Fisheries Biology. The Rubenstein School Graduate Program offers a Ph.D. in Natural Resources, a Master of Science in Natural Resources, and a Masters of Professional Studies in Leadership for Sustainability.

The Dean's Office and most faculty offices are housed in the George D. Aiken Center. Environmental Studies faculty offices are in the Bittersweet, located on the southwest corner of South Prospect and Main Streets. The Gund Institute for the Environment is located in Farrell Hall at 210 Colchester Avenue, which is on the Trinity Campus across from the UVM Medical Center. The Rubenstein Ecosystem Science Laboratory is located at the Leahy Center for Lake Champlain, on Burlington's waterfront in the same building as the ECHO Lake Aquarium and Science Center. Some faculty and graduate students have shared office and laboratory space in the George D. Aiken Forestry Sciences Building at 705 Spear Street in South Burlington.

## MISSION STATEMENT: COMMITMENT TO DIVERSITY

**The mission of the Rubenstein School of Environment and Natural Resources is to understand, nurture, and enrich the interdependence of people with healthy ecological systems. We seek to create a community that encourages an engaged, culturally diverse, and challenging learning environment that applies foundational knowledge from diverse fields, critical thinking, and integrative analyses to design a more sustainable society. We embrace core values of innovation, critical thinking, integrative learning, community engagement, and cultural awareness in all that we do.**

The Rubenstein School of Environment and Natural Resources is actively committed to diversity: biodiversity in natural communities and cultural diversity in human communities. We cultivate values aimed at maintaining the integrity of natural systems and achieving a sustainable human community in harmony with the natural environment. The Rubenstein School academic programs provide the scientific and philosophical bases for addressing critical issues in the use of renewable natural resources for commerce, recreation, and conservation.

This commitment to diversity is reflected in our curriculum. Many RSENR courses include attention to U.S. or international diversity issues, including the implications of various environmental issues to diverse populations. Since 2008, all incoming MS and PhD students are required to take NR 306: Envisioning a Sustainable Future, a graduate-level course in race and culture in natural resources.

## BRIEF HISTORY OF THE SCHOOL

The University of Vermont long ago recognized the importance of providing educational opportunities in natural resource conservation and management and began offering forestry courses in 1888. From that beginning, natural resource curricula gradually evolved until, in 1973, the School of Natural Resources was established as one of eight degree-granting units within the University. In November 2003, after receiving a \$15 million gift commitment from Stephen Rubenstein and his family, the name of the School changed to The Rubenstein School of Environment and Natural Resources (RSENR), becoming the first endowed academic unit at the University.

## THE GEORGE D. AIKEN CENTER FOR NATURAL RESOURCES: A GREEN BEACON OF SUSTAINABILITY

The Aiken Center, which opened in 1982, was specifically designed to house The Rubenstein School of Environment and Natural Resources. The building's name honors Vermont's distinguished late senator and governor, George D. Aiken, who was a champion of both education and the environment. In January 2012, the Aiken Center reopened as a completely renovated LEED Platinum Certified Green Building. The Rubenstein School community, along with William Maclay Architects and Planners, created a vision for a renovated Aiken Center that uses space more efficiently, reduces the School's ecological footprint, and houses occupants and greets visitors in a welcoming, healthy, and stimulating environment. One notable feature is the Rubenstein Ecological Design Studio, which, from 2013-2017 housed an ecologically designed system of living plants, bacteria and small animals in a "Living Machine" to clean the waste generated in the building. Phase 2 of the evolution of the Design Studio is underway and will include innovative hands-on teaching and learning of ecological design concepts. The Aiken building houses a "green roof" where experiments in the physical and chemical aspects of stormwater runoff are conducted. The building is also extensively monitored to document its energy efficiency, air quality, and other characteristics. We believe the renovated Aiken Center is a harbinger of a sustainable future, a "Green Beacon" for the University and our surrounding community.

## THE RUBENSTEIN ECOSYSTEM SCIENCE LABORATORY

The Rubenstein Ecosystem Science Laboratory, affectionately referred to as the "Rube Lab," is a lakefront extension of the Aiken Center. Opened in the fall of 1999, it houses state-of-the-art research facilities, including laboratories for the study of contaminants, water and sediment quality, and aquatic biota including fish, invertebrates, and algae. The eight laboratories provide researchers with the tools necessary to investigate and understand the ecosystem processes that determine ecological health and influence the quality of life for the human community in the greater Lake Champlain Basin. The facility

also includes a large teaching laboratory equipped with modern analytical equipment and video microscopy.

### GEORGE D. AIKEN FORESTRY SCIENCES BUILDING (“SPEAR STREET LAB”)

The five acre facility includes the Forestry Sciences Building, green house, solar tracking systems, and experimental space. The building houses shared lab spaces with UVM faculty, USDA Forest Service Scientists, Vermont Cooperative Fish and Wildlife Research Unit, Chestnut Foundation, Forest Ecosystems Monitoring Cooperative (FEMC), and Sea Grant.

Research topics range from forest science, tree physiology, ecosystem design, biogeochemistry, dendrochronology, insect ecology, wildlife and fisheries biology, and social sciences. Recently, five shared labs were renovated and the entire building has updated LED lighting.

### OTHER RSENR RESOURCES

**The R/V *Melosira***, a 45-foot research and teaching vessel, provides full access to Lake Champlain. It is staffed with a full-time Captain and Deckhand experienced in all aspects of limnological, geological, and fisheries sampling.

**UVM’s Natural Areas** include ten ecologically diverse sites — the summit of Mt. Mansfield, Colchester Bog, and other bogs, ponds, and forest ecosystems. The Environmental Program is responsible for the upkeep of these areas, a project that involves staff and students in research, site evaluation, and planning.

RSENR also manages 4 **research forests**. Extensive use is also made of the four research forests — hardwood and conifer stands located throughout the state — that are managed by the School and cooperating agencies.

### FIELD WORK IS FUN...DAMENTAL

The Rubenstein School of Environment and Natural Resources relies heavily on Vermont's natural landscapes — its mountains, lakes, fields, and forests — to provide students with hands-on experience studying ecology and ecosystem processes. Outdoor learning experiences provide students with firsthand observation and a better understanding of good resource management practices. Although natural resources course work often centers around classrooms, computers, and laboratories, field trips to nearby forests, lakes, streams, and other natural areas are common and an integral part of the learning process.

In addition to local field opportunities, The Rubenstein School offers many one- or two-week extended field courses during winter break, spring break, or early summer that provide students with special opportunities to study outside Vermont. Past offerings have included study of the wildlife of Florida and south Texas, arid ecosystems and water resource issues in Israel, environmental research in the Chesapeake Bay region, ecotourism and environmental interpretation in Costa Rica and Sub-Saharan Africa, a bicycle trip in the Netherlands to study water and sustainability, and agroecology and sustainable development in Cuba.

## INTEGRATIVE APPROACH

The Rubenstein School emphasizes the integration of ecological and social dimensions of the environment based on a core belief that solutions to complex problems demand a multidisciplinary approach. Our scholarly pursuits can be placed into three broad domains of knowledge (Figure 1): the natural sciences (especially ecology and environmental science), the social sciences and human dimensions of the environment, and development of useful and innovative tools (spatial analysis, landscape planning, and modeling). Healthy and sustainable ecosystems, which in the School's definition include vibrant human communities, depend upon the integration of knowledge and skills developed in all three of these domains. The emphasis on integration contributes to the distinctiveness, quality, and growing national and international reputation of the School.

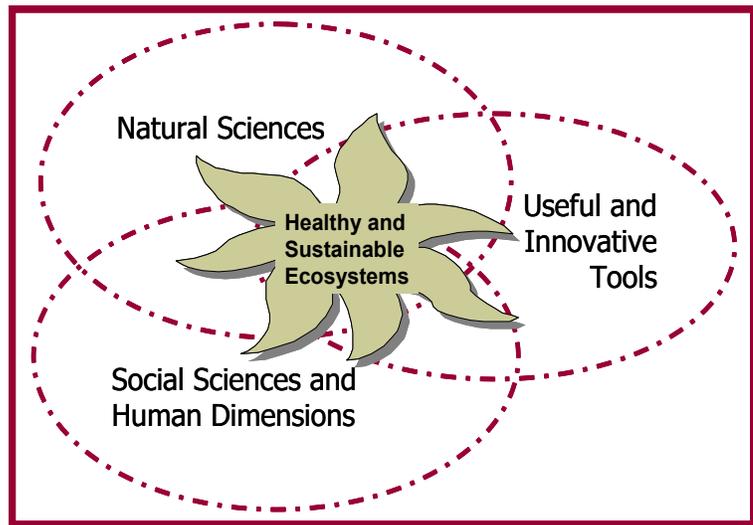


Figure 1

Over the last two decades, the School's expertise has evolved by design from one dominated by traditional natural resource specialists to a multidisciplinary team that includes more broadly trained ecologists, environmental social scientists and humanists, and systems thinkers who develop novel analytical tools. Our integrative approach is pervasive, not just in our scholarly pursuits, but also throughout our curriculum and our teaching. Distinctions among disciplines are de-emphasized while the elements of a strong professional education are retained.

## THE RUBENSTEIN COMMUNITY

### WHOM TO ASK FOR WHAT

The Rubenstein School's Graduate Program is overseen by the Dean and the Associate Dean. **Dean Nancy Mathews** serves as the liaison with the Graduate College and oversees admissions. **Interim Associate Dean for Academic Affairs Jennifer Pontius** oversees teaching assistant assignments, the graduate curriculum, and finding a balance among teaching, research and life while at UVM. **Interim Associate Dean for Faculty Development and Research William (Breck) Bowden** oversees all Graduate Student research and **Dr. Elizabeth (Carol) Adair** serves as the Director of the George D. Aiken Forestry Science Laboratory.

If you need anything at all — from advice to a smile — your first stop should be with **Carolyn Goodwin Kueffner**. As RSENR's Graduate Program Student Services Specialist, she helps keep graduate students moving in the right direction. Whether you need help understanding rules and regulations, sorting out problems with your bill, or finding the best yoga or spinning classes, you can find her at [cgoodwin@uvm.edu](mailto:cgoodwin@uvm.edu) or 802-371-8819.

**RGSA** – All RSENR graduate students are members of the Rubenstein School Graduate Student Association (RGSA). Established in 2012, the RGSA’s mission, among other things, is to promote the interests and welfare of RSENR graduate students. See the full description below.

RGSA Officers for 2020-2021 are: President: [Hanusia Higgins](#), VP and Aiken Chair: [Jess Wikle](#), Treasurer: [Kenna Rewcastle](#), Communications Chair: [Katelynn Warner](#), Social Chair: [Elizabeth Jamison](#)

**The Business Service Center:** The Center provides a drop-in clinic in Aiken 304, for questions about anything financial, including getting paid or getting someone else paid. Their office hours are Monday-Friday: 8:30am - 4:30pm, and currently all staff are working remotely.

**IT issues:** RSENR’s very own tech guru, Seth O’Brien, is here to help. His office, Aiken 203, is on the second floor, past the spatial analysis lab, last door on the left. [seth.obrien@uvm.edu](mailto:seth.obrien@uvm.edu).

**Need a job? Or help finding one?** Anna Smiles-Becker routinely fills our inboxes with tempting job announcements. She is also available to provide individual assistance with résumés, cover letters, and other job seeking skills. Her office is Aiken 220G (within the Dean’s suite). Contact her to make an appointment. [anna.smiles-becker@uvm.edu](mailto:anna.smiles-becker@uvm.edu).

**Questions about a Certificate in Ecological Economics?** Start with Jeannine Valcour, the Research Coordinator at the Gund Institute. [Jeannine.Valcour@uvm.edu](mailto:Jeannine.Valcour@uvm.edu).

**None of the above?** Not sure who else to ask? Try [Chelsea Davidson](#) or [Jackie Bruning](#), who provide administrative support to the Dean’s suite.

## FACULTY, STAFF, AND GRADUATE STUDENT DIRECTORIES

The RSENR on-line directories are another great resource for looking up the office location, contact information, job responsibilities, and research areas of other members of the RSENR community. Browsing these listings can uncover expert resources and valuable connections that you might otherwise have missed. Complete listings of RSENR faculty, staff, and graduate students can be found on the [RSENR website](#) under the heading [Our Faculty, Staff, Students, Alumni, Board of Advisors](#).

## THE RUBENSTEIN GRADUATE STUDENT ASSOCIATION (RGSA)

All graduate students enrolled in RSENR are automatically members of the [Rubenstein Graduate Student Association](#) (RGSA) and no dues are charged. The following information is quoted directly from the Association’s website:

*The goals of the RGSA are: to promote the interests and welfare of RSENR graduate students; to serve as a commons for all RSENR graduate students to provide input on RSENR policy, curriculum, and operation; to serve as a conduit of information relevant to graduate education in RSENR and UVM; to promote an intellectual and social community of graduate education; and to sponsor opportunities for academic and professional development among its members.*

The RGSA supports RSENR graduate students in a variety of ways, from the psychosocial to the practical. On the practical side, the RGSA serves as a communication liaison between graduate students and the RSENR administration.

Psychosocial endeavors include a variety of events throughout the academic year, ranging in the past from the Fall Seminar Series that brings notable speakers to Aiken, to frequent social/networking gatherings,

and weekly grad student “Tea Times.” In the past, the RGSA has fostered the next generation of graduate students through a mentoring program that matches undergraduates who are interested in natural resources issues with current graduate students. That program is currently under review.

## THE RUBENSTEIN SCHOOL eNEWSLETTER

The [Rubenstein School eNewsletter](#) is published quarterly during the school year, and is posted on the RSENR website. With news and announcements, updates from various RSENR entities, profiles of current and former students, and feature articles, it’s a great way to stay on top of RSENR goings-on. You will receive a link via e-mail each time a new issue is posted. Consider contributing articles about your research and experiences in the school by contacting Rubenstein School Communications Professional Shari Halik at [Shari.Halik@uvm.edu](mailto:Shari.Halik@uvm.edu)!

## PROFESSIONAL DEVELOPMENT FOR GRADS

RSENR hosts numerous workshops each year to help graduate students develop skills that will foster success both in graduate school and beyond. “Presentation Skills,” offered each year before the annual Research Symposium, is a perennial favorite that covers everything from choosing your wardrobe to making your presentation interesting to the audience and designing effective PowerPoint slides to help you tell the story. It’s one of the best 90-minute investments you will ever make.

Other topics have included proposal writing, research skills, time management, facilitation skills, an introduction to Endnote Bibliographic software, and “Life after your Doctorate,” led by recent graduates and professionals who discuss what worked (and didn’t) as they looked for employment and started new jobs.

You may feel that your schedule is just too hectic to make time for these optional sessions, but they are well worth it! In addition to giving you a chance to step away from the stress of immediate deadlines to catch a breath, it can help you think about the big picture and remember why you’re in graduate school in the first place. It also can be reassuring to discover that you’re not the only one struggling with a particular issue and to talk with fellow students about what strategies have worked for them.

Suggestions for new topics are always welcome, by the way, and Carolyn can put things together quickly – especially if you’re willing to help a bit with a list of specific points you want covered, or suggested speakers.

## ACADEMICS: GENERAL POLICIES

### ACADEMIC INTEGRITY

The principle objective of The University of Vermont policy on academic integrity is to promote an intellectual climate and support the academic integrity of the University. Academic integrity is an essential part of learning at UVM. Our faculty, staff and students expect that students will conduct themselves in an ethical way while at the University and practice the behavior written in Our Common Ground.

**Offenses against academic integrity are any acts which would have the effect of unfairly promoting or enhancing one's academic standing within the entire community of learners. Such acts are serious offenses, which insult the integrity of the entire academic community of the University. Any violations of the policy will not be tolerated and all allegations will be**

**forwarded to the Center for Student Ethics and Standards. The Dean of The Rubenstein School of Environment and Natural Resources wholeheartedly supports this policy.**

To read the Code of Academic Integrity and to learn more about the Center for Student Conduct, please go to <https://www.uvm.edu/sites/default/files/UVM-Policies/policies/acadintegrity.pdf>.

## PROFESSIONALISM

Use your classroom time and interactions with teachers and advisors at UVM to practice the skills you will need for your professional life. Arrive on time for your classes and be prepared to engage fully in the material being presented. During classes or meetings, your cell phone should be turned off so it does not distract you or interrupt the teacher or your classmates. Although you may sometimes want to bring your computer to class, use it in the classroom only for notes and class activities, not for instant messaging, checking email, or surfing the internet. The Rubenstein School is a friendly place, and some professors and advisors may invite you to address them by their first name; please be comfortable doing this, but remember to be respectful in all communications with your teachers and advisors, including email.

## ACADEMICS: PROCEDURES

### COURSE SELECTION

You should work closely with your advisor to select courses. Many graduate courses are only offered in alternating years, so it is likely that you will only have one opportunity to take any given course. Your fellow students are also an excellent source of information about which courses are likely to be most useful for your particular needs and the level of time commitment required to be successful in specific courses. In addition, students have, in the past, created a list of graduate courses across campus that RSENR graduate students have taken and provided comments based on their experience in the class the semester they took it. We hope to produce a similar list in the future. When deciding which courses to take at which time, you'll want to think hard about how much time you'll have available for coursework while also fulfilling your TA and/or RA responsibilities, working on your own research, and making progress on your milestones (which are discussed more fully below).

As of Fall 2014, two 2-credit courses are REQUIRED for all residential students during their first year on campus:

**NR 306: Envisioning a Sustainable Future** is a seminar orienting new graduate students to RSENR, introducing new students to one another, and providing frameworks for collaborative leadership, whole systems thinking, and intercultural competency.

**NR 395: Applied Ecology, Environment and Society** is a seminar intended to introduce foundational concepts of applied ecology, environment and society, and interdisciplinarity/transdisciplinarity.

### COURSE REGISTRATION

IMPORTANT NOTE: the date on which you register for each semester determines when you will be billed for that semester **and when your bill will be due**, which can sometimes be before the start of the semester. It is important to consider this together with the anticipated timing of your funding sources. See the Student Financial Services [Billing and Payment Due Dates](#) for additional information.

The registration periods for each semester vary slightly from year to year, but are generally as follows:

Fall Semester ⇒ starts in April

Spring Semester ⇒ starts in November

Winter Session ⇒ concurrent with Spring Session

Summer Session ⇒ starts in March

Graduate students are allowed to register one or two days earlier than undergraduates, so if you're trying to get into a course that tends to fill up you'll want to pay careful attention. The dates are posted on the [UVM Registrar's page](#) well in advance and can be accessed quickly from the Registrar's tab on the myUVM portal.

All course registration is done online and the easiest way to access the Web Registration system is from the Registrar's Tab on the myUVM portal. On this page, you'll find quick links to browse the course offerings for each semester, register for courses, and make changes to your registration.

**FYI** – From the myUVM portal you can also view the academic calendar, check your grades or your registration status, find your student ID number (frequently referred to as your “95 number”) or update your personal and emergency contact information. Really useful!

## ADDING, DROPPING, AND WITHDRAWING

If you need to make changes to your schedule, it is critical to pay attention to the Add/Drop/Withdrawal dates for each semester. These are included in the Academic Calendar that is published each year and can be accessed on the [Registrar's home page](#) or directly from the Registrar's tab on the myUVM portal.

The Add/Drop period lasts through the first 10 days of classes. During this period you can add or drop courses directly through the Web Registration system (although adding a course after the first week of classes requires special permission from the instructor). You will be charged for any new credits you add, and will receive a full refund for any credits that you drop.

Making changes after the Add/Drop period is more difficult and should be avoided. Instructors can add students to the class roster after this period, so that's the avenue if you want to pursue adding after the Add/Drop period. If you've NEVER attended a class, you may be able to drop it after the deadline if you get certification from the instructor. Otherwise, the only alternative is to withdraw from the course. When you withdraw, the course remains listed on your transcript with a grade of W (this is not included in calculating your GPA) and you do not get a refund for the tuition you've paid. You can withdraw from a course during the first nine weeks of the semester (the last date to withdraw from classes is included on the [Academic Calendar](#)). Withdrawing after that deadline (a “late withdrawal”) is possible only under extraordinary circumstances outside your control, documented in writing, and approved by the RSEN Dean's office. Such approvals are not guaranteed.

Although it goes without saying, any changes to your registration/schedule should be discussed first with your advisor!

## FULL TIME, PART TIME, CONTINUOUS GRADUATE REGISTRATION, AND OTHER STATUSES

Your “status” as a graduate student (full-time, part-time, etc.) is determined by the number of credits for which you register each semester. Full-time status requires enrollment in at least nine credits; enrollment in less than five credits is considered “less than half-time” and anything in between (5-8 credits) is considered “at least half-time.”

It is important to be aware of these thresholds, because many services and benefits are contingent on maintaining a certain status and some responsibilities apply only to students within certain status categories. Funding as a TA or RA, for example, requires “at least half-time” status (five credits) and many international student visas require full-time (nine credits) student status.

Students are not required to take classes in the summer session, but without a full-time credit load (5 credits), Federal FICA taxes will be removed since there’s a requirement to be full-time to be exempted from those. Depending on the full program of study, there is often an advantage to registering during the summer session.

It is also important to know that as a graduate student, not all of your credits have to consist of academic courses. Each program requires a certain number of **research credits** that can be taken at any time, so if there’s a semester where your class credits add up to seven but you need to maintain full-time status for some reason, you can enroll in two research credits to close the gap.

Another option is to design a limited number of independent study credits, which have special requirements around enrollment. A supervisor and the total number of credits are arranged and then proposed to the Director of the Graduate Program, who then provides a registration override. The supervisor then needs to provide a grade for the independent study to the Director at the end of the semester. Independent study credits count towards graded course credits and provide excellent flexibility around individual academic focus.

**Continuous graduate registration** is required for graduate students who have completed all of the course-work (including research credits) necessary for their degrees but have not yet completed their research, comprehensive exams, or other requirements and are still actively pursuing their degrees. Continuous registration is available at variable levels so you can sign up for as few or as many credits as you need. Of course, you must also fulfill the time commitments associated with your level of registration, and your advisor will be required to assign a grade of either satisfactory or unsatisfactory, based on your efforts and progress.

The following chart lists *some* of the eligibilities/responsibilities associated with each level of student status and the corresponding continuous registration level. It is not intended to be exhaustive, and you should make sure you are aware of any particular requirements that may apply to your own situation.

Additional information is also available at the Graduate College website, within the [Graduate College Catalog](#).

# of credits	Status	Eligibility/Responsibilities (not exhaustive)	CR Level	Expected Effort
1/4 -4	Less than 1/2 time	<ul style="list-style-type: none"> <li>CatCard, library, fitness center, and bus privileges</li> </ul>	GRAD 901	1-16 hrs/wk
5-8	At least 1/2 time	<ul style="list-style-type: none"> <li>CatCard, library, fitness center, and bus privileges</li> <li>eligible for TA/RA funding, federal financial aid, student loan deferral, and purchase of UVM student health plan</li> </ul>	GRAD 902	20-32 hrs/wk

9+	Full-time	<ul style="list-style-type: none"> <li>• CatCard, library, fitness center, and bus privileges</li> <li>• eligible for TA/RA funding, federal financial aid, student loan deferral, and discounted ski passes</li> <li>• health insurance required (will be billed for UVM student health plan unless documentation of other coverage is provided)</li> </ul>	GRAD 903	at least 36 hrs/wk
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Two related issues deserve specific mention:

**Health Insurance:** Students who have full funding (20 hrs/week) during at least the academic year are entitled to have 100% of their single-student health insurance premium paid for by the Rubenstein School. Full-time students (at least nine credits or GRAD 903) are **required** to have health insurance and must complete [the Insurance Decision/Waiver Form](#) online **each year**. The form requires you to either elect to enroll in the UVM Student Health Insurance Plan (UVM-SHIP) **OR** to waive enrollment and provide documentation of comparable coverage from another source. *If you do not complete the form prior to the annual deadline, your student account will be charged the UVM-SHIP premium and you may have a hold placed on your account, prohibiting you from registering for classes, viewing grades, or requesting transcripts.*

Graduate students with “at least half-time” status (5-8 credits) are **eligible**, but not required, to purchase the UVM-SHIP. Students with half-time assistantships are eligible to have 50% of their single-student health insurance premium paid for by the Rubenstein School. If you do choose to enroll in the plan, the premium will be billed to your student account and you will also be charged the “student health fee,” which covers primary care services at the UVM Center for Health and Wellbeing (formerly known as the student health center).

Additional information on health insurance, coverage, and related fees can be found on the Center for Health and Wellbeing website [here](#).

**Important note:** If your funding includes a contribution towards the student health insurance premium, the payment is in three steps. You will be billed for the full premium (1), and the adjustment made by Sean Milnamow at the Graduate College based on funding information provided to him by Carolyn (2). Then, it’s your responsibility to pay your portion AND keep track of that on your bill to make certain everything is adjusted correctly (3).

**Summer employment and student status:** If you do not have a summer appointment, your wages may be subject to additional federal withholding if your student status changes during the summer months. You must be enrolled for at least five credits (or the equivalent CR status) to be exempt from FICA (Social Security/Medicare) withholding, so you will need to plan accordingly by adjusting either your budget or your registration status.

## RSENR GRADUATE STUDENT LEARNING OUTCOMES

RSENR Graduate Faculty recently developed learning outcomes for all residential RSENR graduate students. These will become an important part of ensuring that our students leave the program with a set of relevant, agreed-upon skills. The Learning Outcomes will be presented to our incoming class, starting in the Fall of 2018 and will be used, in addition to our graduate student milestones, to assess individual student progress.

## RSENR MASTER'S DEGREE LEARNING OUTCOMES

**LO1 Conduct ethical research to address fundamental challenges in the environment and natural resources:** Knowledge to understand the use of quantitative and qualitative data as evidence for scientific inference. Knowledge of processes to assure that research is conducted in socially and professionally acceptable and legal ways. For example, conduct general ethics, peer review, bias during data analysis and presentation, plagiarism, animal welfare, treatment of human subjects, collaboration, and authorship.

**LO2 Apply mastery of theory and knowledge at an advanced level consistent with the highest standards of their concentration/degree:** Knowledge of a student's chosen field of study, and closely related fields, including history and trends in major findings, concepts, theories, approaches, and context. Ability to evaluate the quality, context, scale, and biases in information, and to synthesize diverse kinds of information, in written and oral forms.

**LO3 Develop skills in oral and written communication sufficient to present work and publish in the field:** Ability to write and speak to diverse audiences in an organized fashion about relevant areas of expertise, both disciplinary and inter/transdisciplinary. Ability to modify oral and written communications for specific audiences.

**LO4 Engage in practices that support their professional aspirations:** Formally these practices can include participating in relevant workshops, seminars, meetings, or conferences. They can also occur more informally through conversations, readings, observations or even feedback. The importance of these practices is to become more educated in your desired profession.

**LO5 Apply and personalize an analysis of power and privilege in the context of their unique work:** Successfully complete final assignment in NR 306.

**LO6 Identify the societal relevance of their unique work as it relates to contemporary social-ecological systems:** Capacity for real-time discussion of their chosen field of study and how it relates to contemporary topics.

Learning Outcomes	Does not meet expectations	Progress toward expectation	Meets expectations	Comments *
1. Execute ethical research to address fundamental challenges in the environment and natural resources				
2. Apply mastery of theory and knowledge at an advanced level consistent with the highest standards of their concentration.				
3. Develop skills in oral and written communication to present work and publish in the field				
4. Engage in practices that support their professional aspirations†				
5. Apply and personalize an analysis of power and privilege in the context of their unique work				

6. Identify the societal relevance of their unique work as it relates to contemporary social-ecological systems				
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**Explanation of meeting expectations**

The explanations below are meant to provide general guidelines. Students and committees will interpret these and make specific recommendations for how students should prepare to meet them and demonstrate them to the committee in a manner suitable to their area of study and level of advancement. Please see RSENR Graduate Handbook for benchmarks.

\*Please note if not observed or unable to evaluate. Exceptional abilities may be noted here. Dissenting votes recorded here. †Participate in professional conferences, presentations, workshops, professional in govt, in private sector, etc.

**Scholastic Outputs:** provide number of each produced by the student as a result of their degree program

**Publications**

Peer-reviewed:    \_\_\_ published \_\_\_ in review \_\_\_ submitted  
 Refereed, non-P-R: \_\_\_ published \_\_\_ in review \_\_\_ submitted  
 Non-P-R/refereed: \_\_\_ published \_\_\_ in review \_\_\_ submitted

Other, please describe:

**Public presentations** (oral/visual/media)

At professional conferences:    \_\_\_ international \_\_\_ national \_\_\_ regional/local  
 Other professional forums (online, etc.): \_\_\_ international \_\_\_ national \_\_\_ regional/local  
 Other public (non-profes'l. forum):    \_\_\_ international \_\_\_ national \_\_\_ regional/local

**RSENR PHD DEGREE LEARNING OUTCOMES**

**LO1 Design and execute original and ethical research to address fundamental challenges in the environment and natural resources:** Knowledge to understand the use of quantitative and qualitative data as evidence for scientific inference. Knowledge of processes to assure that research is conducted in socially and professionally acceptable and legal ways. For example, conduct general ethics, peer review, bias during data analysis and presentation, plagiarism, animal welfare, treatment of human subjects, collaboration, and authorship.

**LO2 Apply mastery of theory and knowledge at an advanced level consistent with the highest standards of their concentration/degree:** Knowledge of a student’s chosen field of study, and closely related fields, including history and trends in major findings, concepts, theories, approaches, and context. Ability to evaluate the quality, context, scale, and biases in information, and to synthesize diverse kinds of information, in written and oral forms.

**LO3 Develop skills in oral and written communication sufficient to present work and publish in the field:** Ability to write and speak to diverse audiences in an organized fashion about relevant areas of expertise, both disciplinary and inter/transdisciplinary. Ability to modify oral and written communications for specific audiences.

**LO4 Engage in practices that support their professional aspirations:** Formally these practices can include participating in relevant workshops, seminars, meetings, or conferences. They can also occur

more informally through conversations, readings, observations or even feedback. The importance of these practices is to become more educated in your desired profession.

**LO5 Apply and personalize an analysis of power and privilege in the context of their unique work:** Successfully complete final assignment and successful completion of NR 306.

**LO6 Identify the societal relevance of their unique work as it relates to contemporary social-ecological systems:** Capacity for real-time discussion of their chosen field of study and how it relates to contemporary topics.

**LO7 Develop effective teaching practices and an understanding of pedagogy in higher education:** Knowledge of contemporary pedagogy, relevant teaching methods, and experience in their application in classrooms, online, and technical/professional environments. Experience in the development of a classroom and/or online course, including development of a course syllabus that includes learning outcomes, lectures, laboratories, student assignments, and evaluation methods. Teaching 1-credit equivalent in an undergraduate course.

Learning Outcomes	Does not meet expectations	Progress toward expectations	Meets expectations	Comments *
1. Design and execute original and ethical research to address fundamental challenges in the environment and natural resources				
2. Apply mastery of theory and knowledge at an advanced level consistent with the highest standards of their concentration.				
3. Develop skills in oral and written communication to present work and publish in the field				
4. Engage in practices that support their professional aspirations†				
5. Apply and personalize an analysis of power and privilege in the context of their unique work				
6. Identify the societal relevance of their unique work as it relates to contemporary social-ecological systems				
7. Develop effective teaching practices and an understanding of pedagogy in higher education				

\*Please note if not observed or unable to evaluate. Exceptional abilities may be noted here. Dissenting votes recorded here. †Participate in professional conferences, presentations, workshops, professional in govt, in private sector, etc.

**Scholastic Outputs:** provide number of each produced by the student as a result of their degree program.

**Publications**

Peer-reviewed: \_\_\_\_ published \_\_\_\_ in review \_\_\_\_ submitted

Refereed, non-P-R: \_\_\_ published \_\_\_ in review \_\_\_ submitted  
Non-P-R/refereed: \_\_\_ published \_\_\_ in review \_\_\_ submitted

Other, please describe:

**Public presentations** (oral/visual/media)

At professional conferences: \_\_\_ international \_\_\_ national \_\_\_ regional/local

Other professional forums (online, etc.): \_\_\_ international \_\_\_ national \_\_\_ regional/local

Other public (non-profes'l.) forum: \_\_\_ international \_\_\_ national \_\_\_ regional/local

## GENERAL PROGRAM REQUIREMENTS (AKA MILESTONES)

In addition to [UVM's degree requirements](#), students seeking an MS or Ph.D. degree from the Rubenstein School must fulfill the requirements established by RSENr, which we refer to as "milestones." As you complete each milestone, you must submit a form to Carolyn documenting its completion. All forms are available on the RSENr website under Student Services and [Graduate Student Resources](#).

## MS MILESTONES AND SCHEDULE OF BENCHMARKS AND EXPECTATIONS

For those pursuing the residential Masters degree, MS milestones consist of:

- 1) **Individual Development Plan (IDP):** Students shall complete an [Individual Development Plan](#), required by the end of the first semester for first year students. The IDP must be submitted to the Rubenstein Graduate Student Services Specialist as a Graduate Requirement. It is recommended that students complete and/or update their IDP every year of the program. Resources for the IDP can be found on the [RSENr graduate resources page](#).
- 2) **Completion of required courses:** NR 306 and NR 395 are taken during your first year on campus (since this milestone is documented on your transcript, no form is required).
- 3) **Program of Study Outline:** this documents the courses you intend to take during your graduate studies. In addition to meeting the requirements specific to your program (appropriate number of credits from coursework and research), your program of study must satisfy the expectations of your studies committee, who might feel that specific courses will be necessary for successful completion of your research. This form also specifies the names of your studies committee.
- 4) **Proposal acceptance:** your research proposal, typically completed during your first year, must be approved by your studies committee and *all committee members must sign the form*.
- 5) **RSENr Graduate Student Research Symposium:** this annual event provides an opportunity for graduate students to present their research to the RSENr community and the general public. It is generally held in October and students typically participate during their second fall semester. Students are not expected to have completed their research/analysis by that time, but by presenting an overview of their plans and their work to date, the symposium provides an opportunity to receive feedback that can help refine their analysis.
- 6) **Comprehensive exam:** typically completed during the second year of study, the comprehensive exam may be written or may include both oral and written components, depending on your program. Generally conducted over three days, you will provide thorough responses to one question (or set of questions) submitted by each of your committee members.

**Suggested Guidelines for Written and Oral Comprehensive Exams** (may be adjusted by the committee ahead of the exams with the student informed of any changes from this format)

- a) Primary advisor will collect the questions from each committee member
- b) Primary advisor will provide the student one set of questions per day (day defined as 8-12 hours)
- c) Graduate student will send the answer(s) to the full committee at the end of each day
- d) Written exam will occur within one week
- e) Within a week of receiving the answers, the committee will review answers to determine if the answers meet expectations and inform the student
- f) If they do not meet expectations, the committee member will inform the committee and the student. The student will address the concern(s) in writing with a deadline provided by the committee
- g) Oral exam will follow within one month of satisfactory completion of written exam

7) **Thesis defense:** your defense will consist of a one-hour seminar in which you present your completed research and respond to questions from the public, followed by a closed session in which you respond to questions from your committee and defend your conclusions.

<b>M.S. SCHEDULE OF BENCHMARKS AND EXPECTATIONS</b>				
<b>Semester</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>
Exceeding expectations	Meeting expectations and: * Proposal completed	Meeting expectations and: * Presented research at scholarly conference * Comprehensive exam(s) completed	Meeting expectations and: * Submitted a scholarly work to a peer-reviewed journal	Meeting expectations and: * Acceptance/publication of a scholarly work in a peer-reviewed journal
Meeting expectations	Consistent satisfactory, timely, and professional completion of: * IDP * NR 306 * NR 395: AE, E&S * TA and/or RA duties * Conduct an initial meeting with Master's committee	Consistent satisfactory, timely, and professional completion of: * TA and/or RA duties * Course work described in program of study * Draft of research proposal to committee for input	Consistent satisfactory, timely, and professional completion of: * TA and/or RA duties * Course work * Graduate Research Symposium * Comprehensive exam(s) * Research proposal	Consistent satisfactory, timely, and professional completion of: * TA and/or RA duties * Thesis Seminar and Defense * Submit a scholarly work to a peer-reviewed journal
Not meeting expectations	Not meeting one or more expectations. See review of progress, below.	Not meeting one or more expectations. See review of progress, below.	Not meeting one or more expectations. See review of progress, below.	

You will also need to assemble a **graduate studies committee**. For those pursuing residential Masters degrees, a committee must be comprised of *minimum three members*, including:

- 1) A primary advisor (or co-advisors who together are considered a single committee member. They count as one for official final defense committee membership.) Primary advisors must be from inside the Rubenstein School **and** a member of the Graduate Faculty
- 2) Committee Chair outside Rubenstein **and** a member of the Graduate Faculty
- 3) One other UVM faculty member

\*Note: You can add additional committee members, but be warned that it makes setting up committee meetings harder!

## PHD MILESTONES AND SCHEDULE OF BENCHMARKS AND EXPECTATIONS

Ph.D. milestones consist of:

- 1) **Individual Development Plan (IDP):** Students shall complete an [Individual Development Plan](#), required by the end of the first semester for first year students. The IDP must be submitted to the Rubenstein Graduate Student Services Specialist as a Graduate Requirement. It is recommended that students complete and/or update their IDP every year of the program. Resources for the IDP can be found on the [RSENR graduate resources page](#).
- 2) **Completion of required courses:** NR 306 and NR 395 are taken during your first year on campus (note that there is no form associated with this milestone since completion is documented through your transcript). Ph.D. students are also strongly encouraged to take the one-credit course called University Teaching (currently taught as a section of NR 395 in the Fall), which satisfies one element of the teaching requirement (see below). Completion of the Center for Teaching and Learning's Graduate Teaching Program will also fulfill the course requirement.
- 3) **Program of Study Outline:** this documents the courses you intend to take during your graduate studies. In addition to meeting the requirements specific to your program (appropriate number of credits from coursework and research), your program of study must satisfy the expectations of your studies committee, who might feel that specific courses will be necessary for successful completion of your research. Requires committee member names.
- 4) **Proposal seminar completion/acceptance:** your research proposal, typically produced during your first year of studies, must be publicly presented to the RSENR community and must also be approved by your studies committee. NOTE: there are separate forms for seminar completion and proposal acceptance. The proposal acceptance form requires the signatures of all your committee members.
- 5) **Comprehensive exam:** typically completed during the second year, the comprehensive exam includes both written and oral components. Generally conducted over four days, you will respond thoroughly to one question (or set of questions) submitted by each of your committee members.

**Suggested Guidelines for Written and Oral Comprehensive Exams** (may be adjusted by the committee ahead of the exams with the student informed of any changes from this format)

Primary advisor will collect the questions from each committee member

- a) Primary advisor will provide the student one set of questions per day (day defined as 8-12 hours)
  - b) Graduate student will send the answer(s) to the full committee at the end of each day
  - c) Written exam will occur within one week
  - d) Within a week of receiving the answers, the committee will review answers to determine if the answers meet expectations and inform the student
  - e) If they do not meet expectations, the committee member will inform the committee and the student. The student will address the concern(s) in writing with a deadline provided by the committee
  - f) Oral exam will follow within one month of satisfactory completion of written exam
- 6) **Teaching/Professional Skills Requirement:**  
The teaching option requires BOTH completion of an approved course in university teaching (see milestone #1, above) AND teaching experience. You will have an opportunity to improve communication skills, gain important career experience, and learn through teaching.

If you elect this option, you will either:

- 1) successfully complete a course in university teaching and
- 2) one of the following:
  - a) co-teach with a faculty member the equivalent of at least a one-credit course in his or her discipline
  - b) develop and teach, with mentoring, an advanced special topics undergraduate course
  - c) with mentoring, teach a full course and participate in developing and grading assignments.

(These options do not include the Rubenstein School core courses or teaching assistantships). For example, a one-credit course equivalent would include one third of all course requirements — lectures, assignments, labs — for a three-credit course. You will also attend lectures given by faculty mentors throughout the course as part of the learning experience.

NOTE: New courses are developed in conjunction with the RSENr Associate Dean for Academic Affairs and Faculty Development with the following timetable: December for the following Fall, August for the following Spring, and October for the following Summer. A faculty member must serve as the mentor and instructor of record in the Schedule of Courses.

All teaching and mentoring assignments must be approved *in advance* by the **Graduate Standards Committee** as part of your Teaching Plan. You will work with your faculty mentors to develop this plan, and will submit your Teaching Plan to the Rubenstein Graduate Student Services Specialist for consideration by the Graduate Standards Committee by April 1 for the fall semester, or by October 15 for the spring semester. Any salary provided for teaching will be at the discretion of the Dean.

Components of the Teaching Plan submitted via webform (through Carolyn to the Graduate Standards Committee) will include: 1) the semester, course name and number, and your faculty mentor; 2) the specific university teaching course you will take or have taken (either via the Rubenstein one-credit teaching class OR the Center for Teaching & Learning's Graduate Teaching Program), 3) the names of two faculty members who will observe your teaching and provide written evaluation.

Under separate email cover, please also provide draft of the syllabus you propose to use. For option a) above (one credit equivalent), the syllabus must specifically identify the one-credit equivalent of teaching for which you will be responsible.

Any change in course, mentor, or any other aspect of the Teaching Plan must be pre-approved by the Graduate Standards Committee.

Final webform reports must include:

- 1) A description of any changes you made to your original proposal
- 2) Two faculty evaluations of your teaching via webform

The PhD Teaching Proposal, Final Teaching Report and Evaluation web forms for faculty are in the Academic Forms section of the RSENr Graduate Student Resources page [here](#). It's always a good idea to check in with Carolyn ([cgoodwin@uvm.edu](mailto:cgoodwin@uvm.edu)) about your plans for your teaching proposal before you submit since there are several nuances to the process and committee considerations.

If choosing the professional skills option, there is a webform to complete [here](#). Students petitioning the Graduate Standards Committee to meet this requirement must demonstrate that they have the skills necessary to work as an environmental professional, such as in an environmentally focused business or nonprofit organization, government agency, or research institution. Thus, the student must present more than just the scholarly work expected of an accomplished PhD student or academic scientist. Students may use this form for one of two purposes: 1) to send Graduate Standards a proposal for their consideration and feedback or 2) to submit a final professional skills petition/final report.

Materials presented should include specific documentation that demonstrates work/proficiency with: client solicitation/marketing, proposal preparation, presentations to clients, budget management, project reporting, and paper writing. This list is not meant to be exclusive – other documentation of competency may be substituted for consideration by the Graduate Standards Committee.

- 7) **Cross-cultural Experience Requirement:** You must demonstrate your understanding and appreciation of diversity issues and respect for voices and ideas different from your own. As of fall 2014, all incoming students will be required to take NR 306, which fulfills this requirement.

For students who enrolled prior to fall 2014, other options for fulfilling this requirement include:

1. documenting a multicultural living and working experience of at least three months
2. co-teaching a discussion group for the undergraduate Race and Culture class, NR 06 and taking responsibility for developing a particular aspect of the course
3. demonstrating a foreign language ability comparable to two years of college-level course work as a graduate or undergraduate student

- 8) **Dissertation seminar/defense:** your defense will consist of a one-hour seminar in which you present your completed research and respond to questions from the public, followed by a closed session in which you respond to questions from your studies committee and defend your conclusions.

Ph.D. SCHEDULE OF BENCHMARKS AND EXPECTATIONS				
Semester	1 <sup>st</sup> and 2 <sup>nd</sup>	3 <sup>rd</sup> and 4 <sup>th</sup>	5 <sup>th</sup> and 6 <sup>th</sup>	7 <sup>th</sup> and 8 <sup>th</sup>
Exceeding expectations	Meeting expectations and: * Present research at a scholarly conference * Submit a teaching or professional skills proposal to the Graduate Standards Committee	Meeting expectations and: * Present research at scholarly conference * Submit a scholarly work to a peer-reviewed journal * Complete the teaching or professional skills requirement	Meeting expectations and: * Submit a scholarly work to a peer-reviewed journal	Meeting expectations and: * Acceptance/publication of a scholarly work in a peer-reviewed journal
Meeting expectations	Consistent satisfactory, timely, and professional completion of: * IDP * NR 306 * NR 395: AE, E&S * TA and/or RA duties	Consistent satisfactory, timely, and professional completion of: * TA and/or RA duties * Course work described in program of study	Consistent satisfactory, timely, and professional completion of: * TA and/or RA duties * Teaching or professional skills requirement * Course work	Consistent satisfactory, timely, and professional completion of: * TA and/or RA duties * Dissertation Seminar and Defense

	<ul style="list-style-type: none"> <li>* Program of study plan</li> <li>* Conduct an initial meeting with PhD committee</li> </ul>	<ul style="list-style-type: none"> <li>* Formal defense of your research proposal</li> <li>* Comprehensive exams (written and oral)</li> <li>* Teaching or Professional Skills proposal submitted to the Graduate Standards Committee</li> </ul>	<ul style="list-style-type: none"> <li>* A scholarly work submitted for peer-review</li> </ul>	<ul style="list-style-type: none"> <li>* Acceptance or publication of a scholarly work in a peer-reviewed journal</li> </ul>
Not meeting expectations	Not meeting one or more expectations. See review of progress, below.	Not meeting one or more expectations. See review of progress, below.	Not meeting one or more expectations. See review of progress, below.	

You will also need to assemble a **graduate studies committee**. For PhD students, a committee must be comprised of a *minimum of four members*, who must *all be on the Graduate Faculty and two of whom must have appointments in the Rubenstein School*. Those selected for your committee must include:

- 1) A primary advisor from inside the Rubenstein School who is also a member of the UVM Graduate Faculty. Co-chairs count as one for official defense committee membership.
- 2) Committee Chair outside Rubenstein who is also a member of the UVM Graduate Faculty.
- 3) Two additional members must be from the UVM Graduate Faculty (a total of four from the UVM Graduate Faculty in all).
- 4) Of the total members, at least two members must be from the RSENR Graduate Faculty.
- 5) Additional members as necessary, either inside or outside UVM.

### GRADUATE STANDARDS COMMITTEE; REVIEW OF PROGRESS

The Graduate Standards Committee consists of a group of three Rubenstein graduate faculty (membership rotates). The committee meets 2-3 times during each academic year to review student progress and review Ph.D. petitions for the teaching and cross-cultural requirements. Petitions for fulfillment of these requirements (outlined in the milestones section) should first go to Carolyn, who coordinates and organizes the “Grad Standards” meetings.

The Graduate Standards Committee reviews the process of all RSENR graduate students annually. The intent of the review is to provide you with feedback to help you complete your degree in a timely fashion. The Graduate Standards Committee reviews progress based on the Benchmarks and Expectations tables below, as well as performance in coursework, where you are expected to maintain a GPA  $\geq 3.0$ . If you fall significantly behind schedule or are not maintaining a GPA  $\geq 3.0$ , your advisor will be contacted by the Graduate Standards Committee.

You should know that:

- 1) If your cumulative GPA falls below 3.0, you will be placed on academic probation.
- 2) If you are lagging in completing the requirements according to the established schedule, your advisor will receive a notice from the Graduate Standards Committee, with a copy to you. This communication will urge that you meet with your advisor to discuss how to complete the requirements and act as quickly as possible to correct the situation.

- 3) If a second year elapses and any previously unmet requirements are still delinquent, you will receive a second letter, with copies to your advisor and the Dean, informing all parties that you are being placed on probation.
- 4) If you continue in arrears after a third period, the Graduate Standards Committee will send a third letter, which will go to the Dean of RSENR, with copies to you and your advisor, and this letter will recommend deactivation. The Dean of RSENR shall notify you and your advisor of the decision on this recommendation within four weeks, and shall notify the Graduate College regarding any recommendations for deactivation.

Should extenuating circumstances arise, the Graduate Standards Committee will entertain requests for waivers, exceptions, and variances to these General Requirements at any stage. Such requests should be made jointly by you and your advisor to the committee through the RSENR Graduate Student Services Specialist.

## THESIS/DISSERTATION PUBLICATION

The Graduate College is now requiring electronic submission of all manuscripts. SPECIAL NOTE: The details and process for submitting theses and dissertations (through the Graduate College) and for submitting RSENR Master's projects differ considerably and both are outlined below.

For information on electronic preparation and submission of **theses and dissertations**, please visit and familiarize yourself with the [ETD website](#) as well as the [Graduate College formatting requirements](#).

Along with the electronic submission, you must submit an [Electronic Thesis and Dissertation Rights and Permissions](#) form, signed by your advisor. The form is available on the Graduate College website, as well as on the ProQuest website where you will be uploading your documents.

Advisors and Departments will no longer receive bound copies of theses or dissertations. Upon submission, Graduate College approval, and a brief waiting period, the documents can easily be found electronically through the library and [ScholarWorks@UVM](#) (documents take approximately eight weeks to appear through ScholarWorks).

If you want a bound copy of your **thesis/dissertation**, you will be given the option of ordering a bound copy of your manuscript from ProQuest when you are uploading it. Alternatively, you can print the manuscript and have it bound on your own, through the UVM print shop or any vendor of your choice.

## RUBENSTEIN SCHOOL THESIS/DISSERTATION GRADUATION REQUIREMENTS

The following details all graduation requirements for those pursuing a Master's thesis or Doctoral dissertation degree at the Rubenstein School. The specific details for the Master's Thesis option requirements outlined below differ from those pursuing the RSENR Master's Project option.

### **Timetable and Checklist:**

There are four times per year when students can graduate: May, August, October, and December/January. Here is a rough timeline for when students typically need to have forms submitted in order to graduate. Specific dates change per academic year. For current dates, see the "[Timetable for Thesis/Dissertation Students](#)" under student thesis/dissertation forms on the [Graduate College's website](#).

	<b>May</b>	<b>August</b>	<b>October</b>	<b>January</b>
<b>Intent to Graduate Form</b>	Typically 1 <sup>st</sup> of February	Typically 1 <sup>st</sup> of June	Typically 1 <sup>st</sup> of August	Typically 1 <sup>st</sup> of October
<b>Graduate College Format/Record Check</b>	End of February/beginning of March	End of June	Middle/end of August	Middle/end of October
<b>Defense Notice</b>	Due three weeks prior to defense for all graduation dates			
<b>Oral Defense of Thesis</b>	By late March	By mid-July	By mid-September	By mid-November
<b>Final Thesis/Dissertation to Grad College</b>	By mid-April	By early August	By early October	By early December

### Approximately Five Months Prior to Your Defense:

- As you begin the writing process for your final publication, understand appropriate citation protocols for academic writing. This includes using and citing images properly and attaining copyright permissions when necessary. For guidance, see [researchguides.uvm.edu/useimages](http://researchguides.uvm.edu/useimages). For questions, confer with a [Subject Librarian](#), listed on the library website under Natural Resources.
- Read and follow the [Electronic Thesis & Dissertation Guides](#)\*
- Submit the [Defense Committee Membership Form](#) for Graduate College approval at the beginning of the semester of your expected defense.
- Comprehensive Exam: You must complete departmental requirements for a comprehensive exam: Your advisor must submit the [Comprehensive Exam Completion Form](#) to the RSENR Graduate Student Services Specialist who will, in turn, forward it to the Graduate College for inclusion on your transcript.
- Review the degree requirements with your advisor and complete the [Intent to Graduate Form](#) by the date listed on the form. Submit this form electronically to the Graduate College with a copy to your advisor. An advanced degree fee will be charged to your account at the time of submission.
- Check with the RSENR Graduate Student Services Specialist to make sure you've completed all your Rubenstein School milestone requirements.

### At Least Three Weeks Before Defense:

- Schedule your defense date, time and room with the RSENR Student Services Specialist
- Submit an electronic copy of your "[Defense Notice Form](#)"\* to the Graduate College. You may not defend without providing notice to the Graduate College.
- Schedule a Format/Record check. Call (802) 656-3160. Bring hard copies of your formatted Title Page, Abstract Page, Table of Contents and a few random pages of the body of your paper. See formatting section of the Graduate College "[Electronic Thesis and Dissertation Guidelines](#)."\*

### At Least Two Weeks Prior to Your Defense:

- Submit a defensible copy to your Defense Committee members for their review.
- Submit an electronic copy of your [RSENR Defense Abstract](#) (on RSENR Graduate Student Resources Academic Forms page under RSENR Abstract Sample for Seminars and Defenses) to the RSENR Student Services Specialist for distribution to the RSENR community.

### Take to Your Defense:

- [Electronic Thesis and Dissertation Rights and Permissions Form](#) for signature by your committee. You will need a PDF of the signed document when you upload your thesis or dissertation.

### **After Your Defense:**

- After all final revisions have been made to your written thesis/dissertation, your advisor must provide a completion form that was sent to them by the RSENR Student Services Specialist at the time your RSENR defense abstract was submitted. This signals to both RSENR and the Graduate College that you are one step away from graduation.
- The final step is that you must upload an electronic copy of your thesis/dissertation to Proquest using the information outlined above. This must occur within six weeks of your completed defense or before the published Graduate College deadline, whichever comes first or your graduation date will be rolled to the following graduation period (October, January, May each year).

\*Forms and Guidelines are available on the Graduate College Resources web page under “[For Students.](#)”

## RUBENSTEIN SCHOOL MASTER’S PROJECT GRADUATION REQUIREMENTS

The following details all graduation requirements for those pursuing a Project-based Master’s degree at the Rubenstein School.

The specific details for the project option requirements outlined below differ from those pursuing the RSENR thesis option. However, all Grad College deadlines for the following requirements also apply to those completing the Project option.

### **Timetable and Checklist:**

#### **Approximately Five Months Prior to Your Defense:**

- Review the degree requirements with your advisor and complete the Intent to Graduate Form by the date listed on the form. Submit this form electronically to the Graduate College with a copy to your advisor.
- As you begin the writing process for your final MS project publication, understand appropriate citation protocols for academic writing. This includes using and citing images properly and attaining copyright permissions when necessary. For guidance, see [researchguides.uvm.edu/useimages](http://researchguides.uvm.edu/useimages). For questions, confer with a [Subject Librarian](#), listed on the library website under Natural Resources.

#### **At Least Two Months Prior to Your Defense:**

- Check with the RSENR Graduate Student Services Specialist to make sure you’ve completed all your Rubenstein School milestone requirements.

#### **At Least A Month Prior to Your Defense:**

- Submit an electronic copy of your defensible project to all members of your defense committee for their review. Standard formatting is outlined in “Chapter 6. Formatting Your Document with WORD” [here](#). The title of your final publication must specify that it is a PROJECT.
- Schedule your defense date, time and room with the RSENR Student Services Specialist.

### **At Least Two Weeks Prior to Your Defense:**

- Submit an electronic copy of your RSENR Defense Abstract (look [here](#) for an example: RSENR Abstract Sample for Seminars and Defenses) to the RSENR Student Services Specialist for distribution to the RSENR community.

### **After Your Defense:**

- After all final revisions have been made to your written project, your advisor must provide a completion form that was sent to them by the RSENR Student Services Specialist at the time your defense abstract was submitted. This signals to both RSENR and the Graduate College that you are one step away from graduation.
- The final step is that you must submit an electronic\* copy of your project using the following instructions within six weeks of your completed defense or before the published Graduate College deadline, whichever comes first.

\*UVM and RSENR will no longer financially support the binding of hard copies of those documents. You can take a paper copy to the University Underground Printing, where it can be bound with a fast back-style binding in black, blue or green (approximate cost for 200 page document is \$4.50). You can have a local copy center bind it for you (Kinko's, Staples, etc. at variable costs). Or, after you upload, you can access a PDF of your document at any time on the ScholarWorks website (<http://scholarworks.uvm.edu>).

## **Submitting a Project to ScholarWorks @ UVM**

1. Save your final document as a PDF file. Have it available, along with any optional additional files (audio, video, spreadsheets) that you want to upload.
2. Go to <https://scholarworks.uvm.edu/>
3. Click on Colleges, Schools, and Departments and go to Rubenstein School Masters Project Publications.
4. Click on Submit Research on the bottom of the left column.
5. Ignore the Login and Create new account options. Instead, click on [Login to your UVM account »](#). (see screen shot below). Then, use your netid and password to log in.

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UVM students, faculty, and staff, click on the link below to log in using your UVM account.  
[Login to your UVM account »](#)

### Login

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**New Email Address?** Please log in and choose [Edit Profile](#) on your [My Account](#) page to update your contact information or customize your password.

### Create new account

You will need to create an account to complete your request. It's fast and free.

6. Read the submission agreement. If you agree to the conditions, check the box agreeing to the terms and click Continue.
7. Fill out the form.
8. Upload the PDF of your project. Check the box for additional files, if you have any.
9. Select an embargo period, if desired.
10. Click Submit.

At this point you still have the option to revise your submission. The system automatically notifies the account administrator (the RSEN Student Services Specialist), who will approve your submission. Once the submission is approved you must contact the administrator to revise it.

You will receive an email when your submission has been approved by the collection administrator.

## FUNDING AND FINANCIAL INFORMATION

We can't answer every financial question here, so we encourage you to check out the Graduate College's web page called "[Funding Your Graduate Degree](#)." It provides answers to many common questions, and quick access to many forms.

Another important resource for all sorts of financial questions is the [Student Financial Services](#) office.

## RSENR FUNDING: HOW IT WORKS

Those funded as **Research Assistants (RA)** or **Teaching Assistants (TA)** will be paid twice monthly, on the 15<sup>th</sup> and 30<sup>th</sup> of each month. Assuming that your paperwork is in order (see HR paperwork, below), and you have an academic year appointment, you will receive your first check on September 15 and your final check on May 30; you do not need to submit timesheets. Separate summer appointments, generally running from June 1 through August 31, are sometimes available. *NOTE: summer stipends may be subject to additional federal withholdings depending on your registration status.* (For additional information, see “Full Time, Part Time [...] and Other Statuses,” above.)

If your funding includes any **paid tuition credits**, your account will be billed for all of the credits for which you have registered at your appropriate residency status. Sean Milnamow at the Graduate College will then apply your tuition scholarship for the appropriate number of credits per your funding letter. If you have tuition scholarship for both the Fall and Spring semesters, you may request to borrow against your Spring allotment to pay for Fall tuition by making a request to Sean ([Sean.Milnamow@uvm.edu](mailto:Sean.Milnamow@uvm.edu), 802-656-1466 or in person at 330 Waterman in the Graduate College).

This process should happen behind the scenes without requiring your intervention: Carolyn sends a list of names and number of credits to the Graduate College and they process payment(s) to your account once you've created a bill. **HOWEVER — IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOUR BILL IS PAID ON TIME**, regardless of the source of payment. If payment is not received on time and you have not made alternate arrangements with the Student Financial Services office, a late fee of \$250 will be assessed to your account — even if the entire amount due is going to be paid by the Graduate College or other sources (see Payment Deadlines and Penalties, below, for additional important information on this topic).

If the **current balance** on your student account shows a payment due and the payment deadline is approaching, you should keep checking to make sure that the Grad College payment is processed in time. You can access your current account balance with one click from the Student Financial Services tab on the myUVM portal. Contacts: Carolyn (of course) or Sean Milnamow ([Sean.Milnamow@uvm.edu](mailto:Sean.Milnamow@uvm.edu)) in the Graduate College office.

### **Health Insurance Scholarship Forms and Research Credit/Continuous Registration Forms**

As a reminder to returning students, these forms are no longer required. Your health insurance and research credit scholarships should be added to your accounts without you having to do any paperwork.

### **Health Fee**

Each semester the Graduate College gets questions about the **Health Fee** that some students see on their accounts. Here is a description of the fee as well as who can expect to see it on their bill:

Students who are enrolled in the UVM Student Health Insurance Plan *and* are either taking less than 9 credits in a semester or enrolled in Continuous Registration (GRAD 902 or GRAD 903) are also charged a Health Fee (the amount changes every year) that is separate from their Comprehensive and Graduate Student Senate fees. This fee covers all of the core services of the Center for Health and Wellbeing. For full-time students, the \$371.50 fee is included in their \$1,173 comprehensive fee and thus not charged separately on their account. Students who are taking less than 9 credits or enrolled in Continuous Registration have a substantially lower comprehensive fee that does not include this \$371.50 charge. This is because access to the Center for Health and Wellbeing is not mandatory for students that are enrolled less than full-time. However, since enrollment in the UVM Student Health Insurance mandates access to the Center

for Health and Wellbeing, less-than-full-time students who opt into the insurance are charged the separate \$371.50 Health Center Fee on their student account.

While in most cases the health fee is automatically put onto a student's account, there have been instances where it has been added weeks after their bill has been settled. This typically occurs when a student's credit load changes their status from full-time to half-time during the add/drop period, thus decreasing their comprehensive fee. In these cases the Health Fee is supposed to be added automatically, but unfortunately in some instances this doesn't happen. While we continue to try and solve this issue, **please know that if you are taking less than 9 credits or enrolled in Continuous Registration and have health insurance through UVM there will be a \$371.50 health fee on your account.** If you are in this category and this fee is not on your account, please contact Sean Milnamow at [Sean.Milnamow@uvm.edu](mailto:Sean.Milnamow@uvm.edu) and he will make sure it gets added promptly. Otherwise it will be added at a later date, potentially after you have paid your bill for the semester.

### **How to avoid late fees**

The portion of your tuition bill for which you will be responsible should be paid by whatever due date is on your bill. Due dates vary because registration dates vary. As long as you have paid your portion of the bill (and/or set up satisfactory payment arrangements with Student Financial Services) you will not be assessed a late fee. If you do not inform Student Financial Services that you are waiting for the Graduate College funding (or other sources) to pay for all or part of your tuition, and do not settle your account by the due date, you will be assessed a \$250 fee. The Graduate College cannot waive late fees.

There are procedural changes implemented in the 2015-16 academic year that students with assistantship positions should be aware of: [https://www.uvm.edu/studentfinancialservices/graduate\\_tuition\\_and\\_fees](https://www.uvm.edu/studentfinancialservices/graduate_tuition_and_fees)

### **Payroll Deduction**

The Payroll Deduction process, which gives graduate assistants the opportunity to pay their student fees by having the funds withdrawn directly from their paychecks and applied to their student account, has been updated.

Previously, equal disbursements would be withdrawn from student paychecks and credited to their accounts throughout the semester to cover the cost of their fees. Account balances would then be covered in full when the student received their last paycheck of the semester (January 15 for the fall semester, May 30th for the spring semester). Because registration requires an account balance of \$0, students would not be able to register until the last payroll deduction took place. This caused problems with both class sizes as well as course availability. To avoid these problems, students who sign up for payroll deduction will now have a credit put onto their accounts at the beginning of the semester. This will put their account balance to \$0 and will avoid any future registration problems. After a student signs up, the first seven paychecks the student receives in the semester will have equal payments deducted to reimburse the fund source that provided the credit.

Another change to this process is that students will no longer be working with Student Financial Services to set this up. A Payroll Deduction Form has been created where students will indicate the amount of fees they want covered in the semester. You can find the [form](#) as well as [instructions](#) for filling it out through the Graduate College website. Once the form is completed it will need to be signed by the department the student has an assistantship position through to verify employment and eligibility to sign up for Payroll Deduction. This form should then be submitted to Sean Milnamow in the Graduate College, who will

process the credit onto the student's account. **Please note that this form needs to be completed and submitted by the Add/Drop date each semester.**

## OTHER FINANCIAL AID

If you have been offered a **student loan** as part of your financial aid package, you will need to accept the award, agree to its terms and conditions, and sign a promissory note in order for the loan to be processed. If you are a first-time borrower, you will also need to complete loan entrance counseling (done online, takes only a few minutes). Once processed, the loan funds will be sent directly to UVM for deposit into your student account. If the amount of the loan(s) exceeds the total amount of your bill, UVM will issue a refund for the difference on the loan to the official borrower (the student, or the parent for Parent PLUS loans). To get your refund as quickly as possible, you should set up a direct deposit account – see instructions at the Student Financial Services web site. *NOTE: This direct deposit option is unrelated to the payroll process, so even if you are set up to have your stipend payments electronically deposited, you will have to select this option separately.*

If you have been awarded **Work Study funding** as part of a financial aid package, you will receive that funding only if you are hired for a specific work study job. Once you've been hired, you will be paid for hours that you work, up to the maximum amount of funding you were awarded. You will need to submit your hours using the electronic timesheet in the PeopleSoft system (see additional information below). Payments are issued every other Friday. For information on how to find and apply for work study jobs, look for the “student employment” link on the Financial Services tab of the [myUVM](#) portal or at the [Student Financial Services website](#).

## PAYING YOUR BILL: DEADLINES AND PENALTIES

Billing dates and payment due dates vary according to when you register for classes each semester, so you may have a different due date than a fellow student who sits right beside you. This is why it is critical for YOU to pay attention to these deadlines and ensure that payment is made on time. A [current schedule](#) can always be found on the Student Financial Services website.

Note that **payment must be received** by the close of business on the date it is due, not postmarked by that date. The following language is quoted directly from the Student Financial Services website:

*“We put the 4:00 p.m. deadline on the bill to emphasize the required receipt of payment rather than a postmark date. We do not actually get the envelopes from the payments that are mailed in, as payments are sent directly to the bank for expedited processing. Should the need arise, electronic check payments are available for last minute payments or you can overnight your payment directly to our office.”*

UVM will send an electronic billing notice to your UVM e-mail address whenever a bill has been issued for your account. This billing notice will include your due date and instructions for handling various circumstances, such as payments that are anticipated from other sources. **PAY CAREFUL ATTENTION TO THIS INFORMATION.** The due dates are firm, and a \$250 late fee will be automatically assessed to your account if there is a balance due at the close of business on the due date.

Even if your **entire bill** is going to be covered by other sources, it is your responsibility to ensure that those payments arrive on time. If the Grad College payment has not been credited to your account by the

due date and you have not made alternate arrangements through the Student Financial Services office, your account will be assessed the late fee.

That being said, the staff at both the Graduate College and the Student Financial Services office are extremely helpful and understanding. If you anticipate a problem of any kind – *CALL THEM!* They will work with you to find a solution. By putting an arrangement in place PRIOR to the due date, you can avoid the late fee. Once the late fee has been assessed it is extraordinarily difficult to have it removed.

## HUMAN RESOURCES (PAYROLL) FORMS

In order to be paid, whether as an RA, TA, Fellow, temporary employee, or work study student, you **MUST** complete the HR forms that will enable UVM to put you on their payroll. These include The Federal I-9, Federal W-4, State W-4, and the UVM Employee Information Form. The I-9 form, which verifies your eligibility to work in the United States, must be completed on campus. You will need to present original identification documents to the person examining them. All of these forms, including instructions specifying the documents that are required for the I-9, can be found under [forms](#) at the Human Resource Services site under Employee Records & Payroll.

All of these forms should be completed and returned to Carolyn before your assistantship can be set up through Human Resources. For the I-9, you must stop in to complete the form within three days of your appointment start date. If Carolyn is not available to examine your original identification documents, the staff in the RSENR Business Service Center (in Aiken 304) can assist you.

In addition to these required forms, you are **required** to sign up for [direct deposit](#) of your paychecks.

After your appointment has been set up in the payroll system, you will be able to sign up for direct deposit through the PeopleSoft system (see instructions below). **IMPORTANT:** even if you sign up for Direct Deposit, your first check will still be the old-fashioned kind! For the first pay cycle, Payroll processes a “dummy” electronic payment of \$0 to make sure everything goes smoothly with your bank. Once this has been processed successfully, all subsequent payments will be deposited directly into your account, on or before the official payment date.

Your first paper check will be waiting for you at Human Resources Services in Waterman and you’ll need to have an ID to pick it up. After that, you should receive your stipend via direct deposit.

## THE PEOPLESOFT SYSTEM

UVM uses a program called PeopleSoft to manage payroll and some other financial functions. You can use this system to view your paychecks, enter hours (if your job requires it), sign up for (or make changes to) direct deposit or tax withholding information, and update personal and benefits information.

There are at least two ways to access the PeopleSoft system. From the myUVM portal (<https://myuvm.uvm.edu>), select the PeopleSoft button at the top of the page. Or from the UVM home page ([www.uvm.edu](http://www.uvm.edu)), go to the A-Z listing of departments, choose P, and scroll down to PeopleSoft Login. Select Human Resources Login and log in using your UVM NetID and password. Once you are logged in, you will find most everything you need under the “Self-Service” menu.

Most of the options are self-explanatory once you know the lingo (see Chartstrings, etc. below) but if you need assistance, [mini-manuals](#) that provide step-by-step instructions can be found on this [Human Resource Services web page](#). In addition, the folks in the Center Aiken 304 are experts on all of these

procedures and are always friendly and happy to help. See the next section for some useful terms that will make navigating the PeopleSoft system a bit easier.

## CHARTSTRINGS, COMBO CODES, AND OTHER CONFUSING FINANCIAL TERMS

UVM is a large and complex institution that manages a lot of money from many different sources, each with its own set of rules. Keeping tabs on all of this requires a complex accounting structure. For the most part, the accounting system hums along of its own accord and the Business Service Center understands it so the rest of us don't have to. But every now and then, someone will ask a question that will require you to dip your toe into the accounting waters. Understanding a few key concepts will help you put these questions into context.

**Chartstrings:** Every deposit and every expenditure, no matter how small, must be coded so that it's clear where the money came from, what it was used for, when, where, and by whom. To track all of this information, UVM uses a chart of accounts with 10 information fields. Each of these chart fields captures a particular bit of information about the financial transaction. A chartstring is simply a long number with all of the chart fields strung together. Figure 2 shows what one looks like (taken from the PeopleSoft mini-manual "[Chart of Accounts](#)," available in the Financials category of the PeopleSoft mini-manuals). This and other PeopleSoft mini-manuals can be accessed from the [Human Resource Services](#) website under [PeopleSoft mini-manuals](#).

Ten chartfields provide the ability to summarize and report financial information at UVM.

Chartfield Name	Account	Operating Unit	Dept	Fund	Source	Function	Project	Program	Purpose	Property
Length	5	2	5	3	6	3	6	4	4	4
	XXXXX	X	XXXXX	XXX	XXXXXX	XXX	XXXXXX	XXXX	XXXX	XXXX

Figure 2

**Combo Codes** are used in PeopleSoft's HR module as a shortcut to a particular chartstring so you don't have to type the complete chartstring all the time. If you have a temporary wage or work study position that requires you to enter hours, you will be notified of the job's combo code. Each time your employee enters hours, the employee must specify the combo code to which the hours should be charged. The combo codes that are available will appear in a drop-down menu to choose; if you have only one hourly job, only one combo code will appear. If you have more than one, it's important to note which combo code is associated with which time sheet so your hours are paid from the appropriate source and approved by the relevant supervisor.

**Expense Reimbursement** is available when you make a personal out of pocket payment on behalf of the University. To request reimbursement, you will need to complete a . . . wait for it . . . Expense Reimbursement Form! (Forms and instructions are available [here](#)). NOTE: the form calls for a **chartstring**. If your supervisor/advisor (whoever authorized the purchase) can't give you a chart string, check with the RSENR Graduate Student Services Specialist or the Business Service Center (Aiken 304) for assistance.

**Purcards**, short for purchasing cards, are a much easier way to make necessary purchases. Purcards are Visa credit cards issued by UVM to be used only for UVM purchases. Most graduate students will not be

issued a purcard directly, but a faculty member or staff can accompany you to the store, for instance, to use a purcard toward ordering research equipment or picking up supplies needed for the class you are TA-ing. If you have purchases that need to be made and have a chartstring, Graduate Student Services Specialist, Carolyn Goodwin Kueffner can make purchases for you on her card. Whenever you use a Purcard, it is essential that you obtain an itemized receipt because when the monthly bill comes, the card holder will have to provide original receipts for each purchase and allocate each purchase to a specific chartstring in the financial side of PeopleSoft (if you are issued a Purcard in your own name, you will be responsible for this function).

Whenever possible, it is advisable to use a Purcard for RSENR purchases rather than making payment yourself and seeking reimbursement. Here are three reasons why:

*Purcard advantage #1: avoid paying sales tax unnecessarily.* UVM is exempt from paying many taxes, including Vermont sales tax. The Vermont tax exempt ID number is printed directly on the Purcard and since Purcards can only be used for University purchases, Vermont merchants can remove the tax from your bill. UVM is exempt from paying sales tax in many states, prior to travel or if ordering equipment from a vendor located in another state, check the [UVM website](#) to see if UVM has a sales tax exemption with that state. If you pay with cash or with your personal credit card, the merchant is obligated to charge you the tax unless he/she can provide sufficient documentation to the tax department that no tax was owed. This generally requires submitting detailed paperwork, including the Tax Exempt ID number, prior to the transaction. Since UVM does not pay Vermont sales taxes, you will be reimbursed only for the actual cost of the item(s) purchased — not for any tax that you may have paid.

*Purcard advantage #2: avoid cumbersome paperwork.* The expense reimbursement process is necessarily cumbersome — to prevent fraud and abuse, among other reasons. When you use a Purcard, you can avoid it. All you have to do is give the original receipt to the cardholder. If travel expense are prepaid with personal funds, UVM will only reimburse after the travel has occurred. For example, if airfare is purchased in advance of a conference and it is not charge to a purcard, you will have to wait until after the conference to be reimbursed.

*Purcard advantage #3: avoid credit card fees caused by delays in travel reimbursement.* Travel expenditures can only be reimbursed to individuals via the expense reimbursement form *after the travel is completed*. This is true even for expenditures that are commonly made well in advance of a trip, such as air fare or conference registration fees. It is important to note that if you charge such expenses to your personal credit card, your credit card bill may be due months before you can request reimbursement. If this delay results in fees or interest charges, those remain your own responsibility.

UVM can pay anticipated travel costs (at the time of purchase) **ONLY** if a Purcard is used! (That way, if the trip is canceled and refunds are issued, they would go directly to UVM rather than to your personal card).

*Corollary to Purcard advantage #3:* The timing of travel expense reimbursements can also become an issue when it is important to meet financial deadlines, such as at fiscal year-end or at the end of grant reporting periods. If money needs to be spent by a particular date, payment must be processed **by UVM** prior to that date. If you are planning a trip that is to be paid out of FY19 funds but the travel won't be completed during FY19, you need to plan carefully. Since UVM can't reimburse individuals through the expense reimbursement form process until the travel has been completed, you need to either pay the expenses with a UVM purcard prior to the fiscal year-end or you must encumber the FY19 funds prior to the end of the fiscal year so they can be used for reimbursement when you return.

Questions about Purcards can be directed to the RSEN Business Services office ([RSENRPurcard@uvm.edu](mailto:RSENRPurcard@uvm.edu)).

## TRAVEL/EXPENSE REIMBURSEMENT

**UVM is currently restricting travel because of the COVID-19 virus, so the information below may not be relevant.**

Travel expenses are subject to numerous additional rules and restrictions, so they are worth mentioning separately. Detailed information, including the current version of UVM's Travel Policy Statement, can be found on the [travel page](#) of the Financial Services Office website. Rubenstein's Business Service Center has instructions for how to complete the expense reimbursement [here](#).

**“A request for reimbursement of travel expenses must be submitted within 60 calendar days after return from a trip. If the employee is requesting reimbursement for frequent instate travel, travel forms must be completed on at least a monthly basis.”**

The two most important things to know is that you're required to fill out a Travel Reimbursement Form and a Business Certification form, which can be found [here](#). These forms change all the time, so be sure you've got the latest version.

For international travel, a [travel authorization](#) **must** be completed. The request for travel authorization should be sent two weeks in advance via an email to the Disbursement Center, [travel@uvm.edu](mailto:travel@uvm.edu). The email should include dates of travel, location of travel, reason for travel, and a chart string. The Disbursement Center will prepare a Travel Authorization and return to you for signature by your supervisor.

If you are traveling using a federally-funded grant, please note that under the Fly America Act, you must do so with a U.S. carrier. If a grant is paying your expenses, that means that you can't fly out of Montreal just because it's cheaper!

If you will be doing quite a bit of travel, such as conference travel, it is highly recommended that you sign up for travel and other expense reimbursement direct deposit. Expense reimbursement Direct Deposit instructions can be found [here](#).

## ORDERING EQUIPMENT OR CONTRACTING FOR PROFESSIONAL SERVICES

It is imperative if you are conducting research or are seeking to use the services from an outside vendor, that you work with your advisor to ensure a service agreement and subsequent purchase order is requested well in advance of the service. Please visit the [Business Service Center website](#) for detailed instructions.

## OTHER LOGISTICAL NITTY-GRITTY

## TEACHING ASSISTANT (TA) ASSIGNMENTS

The roles and responsibilities associated with various TA assignments vary considerably, depending on the nature of the course and the preferences of the instructor. To try to make the TA assignments as valuable as possible — to both the TAs and the instructors — RSEN utilizes a “matching” process.

Shortly after each semester's course listings have been released, Carolyn will compile a notebook with descriptions of the available TA assignments. In addition to basic facts such as the course title, instructor, and schedule, the description will list the general duties that the instructor anticipates, whether or not the TA must attend course lectures, and the specific knowledge and skills that would be most valuable.

Grad students with TA appointments are invited to review these descriptions, specify any issues that would preclude a particular assignment, and rank their preferences among the remaining assignments. Issues that would preclude an assignment include scheduling conflicts with a required or highly desired course, or a lack of specifically required knowledge/skills (such as GIS). Carolyn and Associate Dean Jennifer Pontius then undertake the process of matching TAs to TA assignments. They do their best to accommodate peoples' wishes, but there are no guarantees — since most TA assignments are only available to one person and every TA assignment has to be done by someone, it is possible that not everyone will receive an assignment that they had ranked as a preference.

### CATCARD (UVM STUDENT ID)

The CatCard is more than just a student ID — it also serves as a key card giving you access to Aiken and other campus facilities, it serves as your library card to check out books and pay for printing/copies, it works as a bus pass (swipe it when getting on the bus for FREE service anywhere the GMT system goes!) and you can use it as a cash card (make deposits on campus or online and you can swipe it to pay anywhere that CATscratch is accepted). To get your card, visit the [CATcard office](#) which is on the ground floor of the Billings Library in Room B150, near the Ira Allen Chapel.

### COMPUTING: DO I NEED MY OWN COMPUTER?

Rubenstein School students definitely use computers, and as a graduate student you will be spending a lot of time staring at a computer screen. We do not require students to own a computer, and some students report doing just fine without one. The PC computer lab (Aiken 101) is available whenever classes are not using it and there are numerous computers available at the Howe Library and other locations across campus. At mid-term and finals times, access can be challenging, but by planning ahead, it is possible to rely on the publicly available machines.

For those using their own computers, secure wireless access to the Internet is available in many locations across the campus.

If you decide to buy a computer, the [UVM Computer Depot](#) offers excellent discount prices and convenient on-campus service for Macs or PCs. In addition, UVM has a [wide selection of software](#) available at either no cost or dramatically reduced cost (e.g. the Microsoft Office Suite – Professional version, is available for salaried graduate students at \$9.99 through UVM's home use program; EndNote, ArcGIS, NVivo, and SPSS are available FREE to UVM students). Additional information can be found at the Enterprise Technology Services web page under [Software and Utilities](#).

Seth O'Brien, RSENR's IT guru has compiled a more complete list of computing resources for RSENR graduate students which is [attached as an appendix](#).

### COMPUTING: NETID, CAMPUS E-MAIL, AND CAMPUS LISTSERVS

In order to access the UVM computing system, you will need to set up your network ID (NetID) and e-mail account. To activate your NetID, visit <https://www.uvm.edu/account/>, select "set up your NetID," and follow the instructions. You will need your student ID # (starts with 95; frequently referred to as your

“95 number”) or your social security number. *It’s a good idea to store your “95 number” someplace handy, like in your phone – you’ll be asked for it frequently when performing university tasks ranging from course registration to signing in for appointments at the student health center.*

Once your network account is set up, you can activate your UVM e-mail account at <http://www.uvm.edu/it/email/>. This is NECESSARY – whether you want to use this as your primary e-mail address or not, this is the address UVM will use for all official correspondence. If you prefer to continue using a different address (gmail, etc.) as your primary inbox, you can set the UVM address to forward all mail to your preferred address. Your UVM e-mail account is automatically set up with two e-mail addresses: [firstname.lastname@uvm.edu](mailto:firstname.lastname@uvm.edu) and [NetID@uvm.edu](mailto:NetID@uvm.edu); you can use whichever you prefer, or both. No matter which address is used, all incoming e-mail will go to the same place.

RSENRGRADS is a listserv maintained by Carolyn that facilitates communication among RSENR graduate students. In addition, UVM has many [listservs](#) to which you can voluntarily subscribe. You are strongly encouraged to subscribe to GRADNET, which enables easy communication among graduate students across campus. It is a great way to find housing, post items for sale, seek (or offer) rides to various locations, or get advice about local auto mechanics.

## DESK SPACE, THE GRAD DEN, AND LOCKERS

**Due to the COVID-19 pandemic, graduate students can come into Aiken spaces at limited capacity.** To do so:

1. In MS Teams, join the Aiken Team by using this team code: **zcf4r2**
2. There are two channels: General and Grad Student Spaces. The calendars can be found in the tabs at the top of the page (Posts, Files, etc.). In the General channel, the calendar is called “building access.” In the Grad channel, it is called “Grad Spaces Shared Calendar”. Open the tab to view the shared calendar in your Teams dashboard.
3. You will likely need to login at this point.
  - a. Use your NetID email (ex. [cgoodwin@uvm.edu](mailto:cgoodwin@uvm.edu)) and password
4. The calendar will show reservations that have been made. You can click any of them to view details.
  - a. It is possible to add more than one reservation in a single time slot. This is okay if you are reserving different spaces. Remember, you can click on other reservations to view details. In general, try to choose empty time slots whenever possible. If you choose a time slot that already has a reservation, check the other reservations to make sure you’re not going to occupy the same space.
5. To add a reservation, click on a box and then click the “add” button.
6. In the window that appears enter the following:
  - a. Title – your name
  - b. Location – which space will you be in?
    - i. 303, 208, 312, grad lounge
  - c. Customize the date/time if needed
  - d. Description – purpose for visit
  - e. Click Save to add to calendar

If you have elected the at-home option for the semester, your CatCard will not be active and you will not have access to the building on weekends, or from 6pm – 6am on weekdays when Aiken is locked. At-home students should not be coming to Aiken regularly. Occasional visits for essential tasks (picking up academic materials, safety supplies, etc.) are allowable. All visits on weekends and after hours on weekdays (between 6pm – 6am) must also be logged on the Aiken Shared Calendar in the General channel.

The Rubenstein School also has lockers available for graduate students on a first come-first served basis. These are located on the first floor of Aiken; see Carolyn to request a locker.

Finally, the Howe Library has lockable shelves available for graduate students at no charge, also on a first come-first served basis. Lockers can be requested at the circulation desk; keys are “checked out” for the semester just as you would check out a book and must be returned or renewed prior to the due date in order to avoid incurring late fees.

## DIRECTORY OF FACULTY, STAFF, STUDENTS, ALUMNI & BOARD

The RSEN website includes handy-dandy [directories](#) for all affiliates – faculty, staff, students, alumni, and the Board of Advisors. Use them to find committee members or the right people to answer any of your questions! The University website also has a [directory of graduate faculty](#) campus-wide, a helpful tool for committee selection.

Among these are directories for [Masters students](#) and [PhD students](#), which includes your name, picture, area of concentration, advisor, and email. Unfortunately, personal web pages through the RSEN website are not available to graduate students.

However, if you’d like your entry in the graduate student directory to include a résumé or C.V. (say, for potential employers or even potential graduate students to review), follow these steps:

- Step 1** Create a clean PDF of your résumé or C.V. with personal identifiers removed (phone number, address).
- Step 2** Email your PDF to Shari Halik, who runs the RSEN website ([Shari.Halik@uvm.edu](mailto:Shari.Halik@uvm.edu)), asking her very nicely to please put it up on the directory.
- Step 3** This should appear as a single-line hyperlink under your name on the online directory, which you can remove at any time or update *once a semester maximum* by contacting Shari.

## EQUIPMENT STORAGE

There is a storage room for field equipment on the second floor of Aiken, near the loading dock entrance. This is NOT a place where you can just help yourself to anything, but it’s important to know that it exists in case your advisor or the instructor you are TA-ing for asks to you pick up equipment that is stored there. Access requires a key (not a CatCard). Keys are issued to most faculty and staff and one key is stored on site for use by graduate students and TAs. If you need to gain access to the room, see the Dean’s office staff for details (or ask another grad student who already knows the drill).

## PARKING AND TRANSPORTATION

Parking a vehicle on campus is both expensive and inconvenient; walking, biking, or taking the bus are definitely encouraged, and with your CATcard (UVM ID) there’s no charge for taking the bus – even the long-distance commuter buses that serve Montpelier, Richmond, Middlebury, and Milton. Bus routes and schedules can be found at <https://ridegmt.com/gmt-schedules/>.

Information on parking passes and parking lots that are available to graduate students can be found at <https://www.uvm.edu/transportation/student-parking>. A Single-Use Parking Permit Pilot Program was instated in the Spring of 2020 (TBD if it will remain in effect into Fall 2020). This option enables graduate students to purchase up to 10 single-use parking permits per semester (Fall/Spring) at \$2/day. Eligible graduate students may obtain their single-use permits by going to the Transportation and Parking Services office at 38 Fletcher Place. Payments for permits can be made by cash, check, credit/debit card, or CAT\$scratch. All students within close proximity are also free to purchase single-use permits during the summer session. There is also an option to obtain a [Temporary Permit](#) for a one-day pass.

Many UVM parking lots, including the lot near the Jeffords Building (closest to Aiken) become freely available, with no parking pass needed, after 3:30 p.m. M-F and throughout the weekends. Permits are required again by 7:00 a.m. M-F, so if you can confine your private vehicle trips to late afternoon/evening, you will be able to avoid parking costs.

There are also several visitor lots and pay-by-the-hour parking meters available on campus. For the most part, these parking spaces are also free after 3:30 (although the meters directly in front of the Aiken Building require payment until 6:00!). HOWEVER – the traditional parking meters are generally limited to 30 minutes or less (works OK for quick errands) and those that allow longer-term parking (like the visitor spots in the Jeffords Lot) are NOT ALLOWED TO BE USED BY STUDENTS during the hours when payment is required – whether you pay or not.

Be advised that they take this restriction quite seriously!

## PRINTING AND MAKING COPIES

Printing and copying for official RSEN/R/UVM business (such as TA, RA, or workstudy duties) can be performed on the printer/copier/scanner/fax machines located in 305 Aiken and 211 Aiken (the mailroom located outside the Dean's Suite). Use of these machines requires a chartstring, which will be billed for all copies, faxes, and print jobs. See the Business Office to receive this chartstring. Then, especially if you will need to print to these machines on a regular basis, Seth O'Brien can help you set up connections to these machines on your computer.

## SCANNING DOCUMENTS AND LONG-DISTANCE PHONE CALLS

Since there is no charge for scanning on the printer/copier/scanner/fax machines referred to above, graduate students can use them freely for their personal school work FOR SCANNING ONLY. Since the machines require a chartstring prior to use, the RGSA has set up the code 57000203 for graduate students to use **ONLY FOR SCANNING**. Specific instructions are posted on the wall near each machine. Please note that this chartstring has no budget and is not authorized to be used for printing or copying. IT CAN ONLY BE USED FOR SCANNING!

If you need to make long-distance calls from a University phone for research purposes, there's a landline you can use for free in Aiken 301 (the Rock Room), a room that can be reserved via the EMS system by RSEN/R staff. Dial 80 to get an outside line, followed by 1, the area code and phone number and when you hear a beep, type in the free long-distance code, which is 279878#.

## RESERVING ROOMS FOR MEETINGS

**Due to the COVID-19 pandemic, graduate students are currently not able to reserve rooms.**

## USE OF RSENR VEHICLES

RSENR has a Prius, two vans, and a few pick-up trucks that are available for rental when your research or other UVM responsibilities require you to travel away from campus. The costs for using these vehicles will be charged to your chartstring. Rates change annually; [view current rates here](#). If you want to reserve a university vehicle *and you have a chartstring*, follow the [instructions](#) provided by the RSENR Business Service Center.

**Primary contact:** **Business Service Center**, [rsenrbusinessservicecenter@uvm.edu](mailto:rsenrbusinessservicecenter@uvm.edu), 802-656-6172

Only authorized drivers affiliated with the University of Vermont in the capacity of faculty, staff, or student are permitted to drive UVM vehicles. In order to be authorized to drive a UVM vehicle you must attend a Driver Training class through UVM's Risk Management Office; [you can sign up here](#).

## ACADEMIC/RESEARCH SUPPORT AND RESOURCES

The **Graduate Writing Center** is a fantastic resource and service to use in any stage of your graduate degree. From proposal writing to literature reviews to research papers required for class, writing center consultants are able to assist with any form of writing through one-on-one appointments. As stated on their website:

*The UVM Graduate Writing Center supports graduate student writing and communication in all fields, at all stages, and in all forms including articles, proposals, posters, and more. Our consultants—experienced graduate writers from programs across the campus—help writers develop skill and confidence. Thanks to support from the UVM Graduate College, our services are free to UVM graduate students and post-doctoral fellows.*

The Graduate Writing Center also maintains a list of resources that can be used while writing your proposal and thesis, including a [Guide to Thesis and Dissertation Proposals](#) and [Tips to Writing an Introduction](#). Additional writing resources can be found [here](#).

**Statistical Software Support and Consultation Services:** Howe Library has offered statistical software support and consultation in the past from a statistical consultant, free and open to all within the UVM community. The previous statistical consultant, Alan Howard, recently retired, and the University is in the process of hiring his replacement. For more information about the services and assistance provided visit the [Statistical Software Support and Consultation Services web page](#).

## UNIVERSITY SUPPORT SERVICES

**ACCESS (Accommodation, Consultation, Collaboration, and Education Support Services for Students).** A170 Living/Learning Center, 802-656-7753, [https://www.uvm.edu/academicsuccess/student\\_accessibility\\_services](https://www.uvm.edu/academicsuccess/student_accessibility_services)

UVM's ACCESS office provides a wide range of academic support services for students who are struggling or who have special needs. Services include:

- exam accommodations (extra time, quiet room, reading assistance)
- meetings with disability specialists to receive advisement and advocacy around disability-related matters
- ebooks

- deaf and hard of hearing services
- notetaking services
- adaptive technology

## **HEALTH AND WELLNESS**

**The UVM Center for Health and Wellbeing, Counseling and Psychiatry Services (CAPS)** offers a variety of services to the UVM community, including short-term individual counseling, urgent needs counseling, group counseling, outreach and education, psychiatry, referrals, and consultation services. Located at Jacobs House (146 South Williams Street) and the Christie/Wright/Patterson Complex (436 South Prospect Street). 802-656-3340.

**Ombudsman:** The Graduate Student Ombudsperson is responsible for providing independent, confidential<sup>1</sup>, informal and impartial assistance to graduate students on matters affecting their graduate education. The Graduate Student Ombudsperson Office is a safe place to voice your concerns, talk through and evaluate your circumstances, organize your thoughts and identify your options, or get a second opinion. It can be a good first step in considering a situation if you are not sure how to proceed or where to turn to for advice.

The Ombudsperson Office provides assistance through informal means only and does not duplicate formal University processes and procedures. However, the office may provide information about and referrals to other appropriate offices or services.

<sup>1</sup> Please note that there are limits to the confidentiality of the Ombudsperson, as described [here](#).

**Nutrition Services:** These services are provided by a registered dietitian (RD) who will work with you to help you achieve your nutrition goals. Common topics include:

- Sorting through conflicting nutrition advice
- Learning to eat for health and well-being
- Selecting food on campus
- Adapting a vegetarian diet
- Eating for athletic performance
- Modifying your diet for disease prevention
- Managing disordered eating and eating disorders
- Eating on campus with diabetes, lactose intolerance, or gluten sensitivity
- Addressing high cholesterol, or high blood pressure through dietary changes

Students can self-refer by calling 656-FOOD (802-656-3663). Clinical appointments take place at the Student Health Services Office at 425 Pearl Street (2<sup>nd</sup> floor of the University Health Center building).

**Primary Care:** UVM's Student Health Center sees students by appointment for general health concerns, acute and chronic medical problems, injuries, preventive care and specialized services. This includes men's health, transgender health, nutritional services, travel clinic, allergy clinic, and laboratory services. Urgent care walk-in hours are Saturdays from 9-1. Located at 425 Pearl Street. 802-656-3350.

**Student Health Services:** The Center provides a confidential, non-judgmental, and cost-effective environment in which to address the unique and often sensitive topics specific to all genders. Services include a wide range of preventative and educational information. Available to UVM students, including

transgender, regardless of background, race, religion, and sexual orientation or practice. Located at the UVM Medical Center's UHC Campus at One South Prospect Street. 802-656-3350

### **OTHER RESOURCES**

**Mosaic Center for Students of Color**, Blundell House, 342 South Prospect Street, 802-656-3819

**ALANA Coalition**, [alco@uvm.edu](mailto:alco@uvm.edu)

**Alianza Latina**, 342 South Prospect Street, [alianza@uvm.edu](mailto:alianza@uvm.edu)

**Center for Cultural Pluralism**, Allen House, 461 Main Street, 802-656-8833

**UVM PRISM Center**, 207 Allen House (461 Main Street), 802-656-8637

**Office of Affirmative Action and Equal Opportunity (AA-EO)**, 428 Waterman Building, 802-656-3368

**Support for Student Veterans**, Chris Lucier, US Army Retired, [veterans@uvm.edu](mailto:veterans@uvm.edu)

**The Women's Center**, 34 South Williams Street, 802-656-7892

**The Career Center**, Davis Center, 802-656-3450

### **EXTRA-CURRICULAR OPPORTUNITIES**

Although your schedule is likely to be demanding, most RSENR students find that taking an occasional break is critical to their success. Whether your passion is taking advantage of Vermont's outdoor recreational opportunities, practicing yoga, or watching cheesy Westerns, or serving on a local non-profit board, it's important to spend some time taking care of yourself by enjoying non-academic activities.

### **RSENR NON-PROFIT BOARD FELLOWS PROGRAM**

In the Spring of 2018, RSENR launched a pilot Non-Profit Board Fellows Program, a program that matches Rubenstein School graduate students with an opportunity to serve as non-voting members of local environmental boards. For the pilot, 5 students were matched with 3 organizations (The Nature Conservancy, ECHO and the Green Mountain Club), for an 18-month period. Students will serve as working board members, including participating in special trainings and serving on organization committees. In the Spring of 2020, we added two new Fellows and a new organization: The American Chestnut Foundation (Vermont Chapter) to our roster.

### **ON-CAMPUS EXTRACURRICULAR ACTIVITIES**

In addition to the vibrant members of the RSENR community, UVM has a number of [student clubs](#) where you can connect with others who share a common interest. The [Outing Club](#) is worth specific mention because, in addition to organizing numerous trips and providing outdoor skills training, they offer short-term rentals of many types of outdoor/camping gear.

Early in each fall semester, the Office of Campus Programs hosts an "[activities fest](#)" where clubs and organizations promote their activities and resources. (NB: Many people refer to this event as "free day" because there's so much free food and other small items, so it's worth checking out, even if you just want a free lunch).

The [Campus Recreation](#) web site has all the information you could ever want or need about UVM's indoor and outdoor recreational facilities (gym, hockey rink, etc.), most of which are available for students to use without any additional fee. Most of the facilities are available for individuals whenever the building is open. A few, such as the pool, indoor track area, and ice rink, are occasionally reserved for use by teams or classes and therefore have limited hours for open use. In addition, some facilities are available on a first-come first-served basis while others, such as squash/racquetball courts, can be reserved. Check the website for each facility's hours of operation and reservation policies.

Campus Recreation also offers a variety of activities that do require additional fees. The [group fitness program](#) offers over 50 classes each week. You can either pay for individual classes (usually \$10 per class) or buy a semester pass (currently priced at \$70) for unlimited access. It's a great deal, and many people find that having a specific time scheduled for a workout makes it more likely that they'll stop whatever they're working on and get over to the gym.

NEW: Depending on their budget, the Graduate College started a program in the Fall of 2018 that makes the UVM group fitness FREE for graduate students! The concept of this program is simple: a grad student purchases a group fitness pass (\$70) and completes 30 classes — ranging from Zumba to yoga to BodyPUMP — over the course of the semester (about 2-3 times per week). Once a student has completed these courses, they are able to apply for a reimbursement, making the pass free. Funds for this program are from the Graduate College and Alumni office.

Other fee-based services include personal training and instructional recreation classes (prices vary). You also have the option of renting a locker (includes towel service) for \$20/semester.

Finally, there is a wide variety of intramural sports leagues offered each semester, in everything from softball to ping pong. There are opportunities for single-sex and co-ed teams to compete in open, recreational, or competitively-divided settings. Most require a fee to cover officiating costs, and most of the available slots fill up extremely quickly, so watch for the registration deadlines!

Use of all facilities, including participation in intramural leagues and classes requires a valid student ID. If you don't want to have to carry your ID while working out, you can register for a biometric finger scanning system that uses infrared light to recognize the pattern of your veins. It's pretty cool, takes less than a minute to sign up, and is easy to use.

Compiled by [Seth O'Brien](#)

# Computing Resources for Graduate Students

## Software available at UVM:

- Microsoft Office – Available through the Microsoft Campus Agreement to all students on up to 5 devices.  
To install: <http://go.uvm.edu/getoffice>
- ArcGIS – University site license with the option to “borrow” licenses.  
For ArcGIS installations please schedule an appointment with Seth O'Brien using contact methods listed at the end of this document.
- SAS/JMP/SPSS – Statistical Modeling Software available for site license. Can be obtained at: <http://www.uvm.edu/software>

## Email Services:

- [netid@uvm.edu](mailto:netid@uvm.edu) and [first.last@uvm.edu](mailto:first.last@uvm.edu) both lead to your email. Be aware that when logging on or setting up an email client you must use your NetID version.
- Outlook is the recommended and supported email client at UVM you may choose to use a client or connect through the web interface.
- Access your email + calendar online at <http://mail.uvm.edu>

## Server Storage Space:

- Microsoft OneDrive – Every UVM account has been provisioned with a 1TB Microsoft OneDrive account. You can use this to backup documents/collaborate/share with others/etc.
- Zoo (not recommended while working off campus) – additional network storage provided from on campus servers. Personal storage and website location. There are also departmental and project shares on this server. Can be mapped:
  - [\\zoosecure\netid](#) from Windows
  - <cifs://zoo.uvm.edu/netid> from Macintosh

## Accessing UVM Resources From Off Campus:

- To access server space or library resources from off campus you must use our VPN client. This creates a secure tunnel from your computer to UVM.

To install go to <http://sslvpn2.uvm.edu> from your web browser. Once installed you need to request access at <http://go.uvm.edu/vpnrequest> - this process can take up to 24 hours to get approved.

- You can also access your files at: <http://webfiles.uvm.edu>

This interface is limited and best for retrieving a single file, but you do not need VPN to use it. It also works from tablets or smartphones.

## Computer Purchases:

- We recommend purchasing any new computers through the UVM TechStore located in the UVM Bookstore.
- They sell a full line of Dell and Apple products and provide warranty service onsite for the machines they sell (Dell Latitude, OptiPlex, and Apple computers).
- All machines come with standard UVM software installed and configured.

## How to get help:

- RSENR IT Support is available from 9-4pm on Monday through Friday. In person support is available on Campus (Aiken 203) on Fridays. The preferred method of requesting assistance is through a Microsoft Teams message or calendar invite.
  - Office Phone – (Only in the office on Fridays) 802-656-0715
  - Cell Phone - 802-745-8305
- UVM Helpline at (802) 656-2604 provides assistance over the telephone.
- IT Information page at: <http://www.uvm.edu/it/help>