

GRADUATE  
STUDENT  
ORIENTATION

AUGUST 17, 2016

BREAKOUT SESSION  
GROUP 1

WELCOME  
*to*  
RICE





OFFICE OF GRADUATE AND POSTDOCTORAL STUDIES  
<http://graduate.rice.edu>  
[graduate@rice.edu](mailto:graduate@rice.edu)

GRADUATE STUDENT ASSOCIATION  
<http://gsa.rice.edu>  
[gsa@rice.edu](mailto:gsa@rice.edu)



**RICE**<sup>®</sup>

# 2016 Graduate Student Orientation

## Plenary Session

Hosts: *Kate Cross* *Dr. Kiri Kilpatrick*  
*Assistant Dean* *Associate Director, Graduate Student Development*  
*Graduate & Postdoctoral Studies* *Graduate & Postdoctoral Studies*

### **Welcome**

*David W. Leebron*  
*President of Rice University*

### **Welcome**

*Dr. Seiichi Matsuda*  
*Dean of Graduate and Postdoctoral Studies*

### **Student Life at Rice – Meet the Graduate Student Association**

*Catherine Majors*  
*President of Graduate Student Association*

### **Student Wellbeing – Take Care of Your Physical and Mental Health**

*Agnes Ho, Director of Student Wellbeing*  
*Elizabeth Conaway, Associate Director, Rice Counseling Center*

### **Sexual Violence Prevention – Create a Sexual Assault Free Environment**

*Allison Vogt, Director of Sexual Violence Prevention and Title IX Support*  
*Jordan Everett, Title IX Resource Navigator and Student Wellbeing Specialist*

### **Rice Police Department – Take Care of Your Safety**

*Johnny Whitehead*  
*Chief of Rice University Police Department*

### **Student Judicial Programs and the Graduate Honor Council – Know the Policies**

*Emily Garza, Associate Director of Student Judicial Programs*

### **Academic Life at Rice – Ethics in Research**

*Dr. Yousif Shamoo*  
*Vice Provost for Research*

### ***Attendance Slips***

Please, fill out the pink attendance slip given to you at Check-in, and place it in the baskets as you exit Stude Hall.



# RICE

## 2016 Graduate Student Orientation

### Afternoon Events

*Sponsored by the Graduate Student Association*

11:30 am

#### Meet your Breakout Session Leaders

*Lobby Outside Stude Hall*

Breakout Session Leaders will be organized by group number in the lobby. Please, join the group that corresponds with the number found on the cover of your Orientation Book.

**Lunch** – Pick up boxed lunches to eat during Breakout Sessions as you exit the Shepherd School of Music. Box lunches include a choice of Turkey Avocado or Tomato Mozzarella sandwich, chips, and cookie. Bottled water is available as you exit.

11:45 – 1:15 pm

#### Breakout Sessions and Lunch

*Various Buildings on Campus; facilitated by Graduate Student Leaders*

1:30 – 5:00 pm

#### Refreshments & Socializing

*Two locations:*

- Farnsworth Pavilion, inside Rice Memorial Center (Building 63 on campus map)
- Graduate Student Commons, west of Keck Hall (Building 43 on campus map); Valhalla, Rice's Graduate Student Pub (also located in Keck Hall) will be open

1:30 – 4:30 pm

#### Graduate Student Information Panels

*Rice Memorial Center (Building 63 on campus map)*

Time \ Room	<i>Miner Conference Room</i>	<i>Memorial Chapel</i>	<i>GSA Captain's Lounge</i>	<i>2nd floor Conference Room</i>
1:45-2:30 pm	Getting Involved @ Rice	First Year Success	Mastering Grad School	Wellness @ Rice
2:45-3:30 pm	Wellness @ Rice	Professional Dev. Resources	Getting Involved @ Rice	Exploring Houston
3:45-4:30 pm	Professional Dev. Resources	First Year Success	Mastering Grad School	Exploring Houston

3:00 – 5:00 pm

#### Campus Scavenger Hunt

*Various Locations on Campus*

Explore Rice's campus and resources with a scavenger hunt that will take you to many Rice landmarks. **To begin, text "join GSA16" to (650) 262-5837 after 3pm.** Along the way, you will be treated to giveaways. Students who complete the scavenger hunt will be entered in a prize drawing for Rice Coffeehouse gift cards or a tab at Valhalla. Participate individually or grab some friends! Please, limit teams to 10 students and have only one team member text the number above.

5:00 – 8:00 pm

#### Graduate Activities Fair and Orientation Picnic

*Graduate Student Commons, west of Keck Hall Lawn, near the Inner Loop*

*Rain location: Rice Memorial Center*

Food, drinks, games, and free GSA t-shirts

FOLLOW RICE GSA:



[Rice University Graduate Student Association](#)



[@riceGSA](#)



[@rice\\_gsa](#)



[gsa.rice.edu](#)  
[gsa@rice.edu](#)



Look for the GSA Snapchat Geofilter today!



# 2016 Graduate Student Orientation

## Upcoming Events

### **Lab Safety Training\***

Thursday, August 18, 2016

9:00 am – 11:30 am

Keck Hall, Room 100

*\*Required for all new graduate students in the Schools of Engineering and Natural Science (except Mathematics and Statistics) and any student working in a laboratory.*

### **Teaching Assistant Training**

Monday, August 22, 2016

Two Sessions: 11:00 am – 12:30 pm or 1:00 pm – 2:30 pm

Herring Hall, Room 129

*Hosted by Center for Teaching Excellence*

*Registration required: <http://cte.rice.edu/2016tatraining>*

### **NSF Graduate Research Fellowship Program Workshops**

*For graduate students in the Schools of Engineering, Natural Science, and Social Sciences.*

*More information on page 19 and at <http://graduate.rice.edu/nsfgrfp>.*

### **NSF GRFP Information Session**

Tuesday, August 23, 2016

4:00 pm – 5:00 pm

Keck Hall, Room 102

### **Funding Future Leaders: Demonstrating leadership potential in your GRFP application**

Thursday, August 25, 2016

4:00 pm – 5:00 pm

Keck Hall, Room 102

### **Succeed! Workshop: Wellbeing Information and Resources**

Thursday, September 1, 2016

4:00 pm – 5:00 pm

Sewell Hall, Room 309

*Register at <http://graduate.rice.edu/succeedregistration>.*

*For a full list of Succeed! Workshops this fall, see page 18 or visit <http://graduate.rice.edu/succeed>*

Look for the weekly GSA Announcements and emails from your department to stay informed about upcoming events.



## New Graduate Student Checklist

[graduate.rice.edu/newstudents](http://graduate.rice.edu/newstudents)

Welcome to Rice University! We are pleased to welcome you to graduate school at Rice University and to the Houston community. We hope the information on this checklist will help prepare you for upcoming academic year and ease your transition into graduate school.

Before you Arrive	
<input type="checkbox"/> <p><b>Activate Your NetID, ESTHER Account, &amp; Rice Email</b> <i>Required</i> As soon as possible</p>	<p>You should receive an email from <a href="mailto:graduate@rice.edu">graduate@rice.edu</a> that contains your <a href="#">ESTHER login</a> and <a href="#">Rice Email</a> information to the email address given on your application. Use your student ID number and the unique link in the email to set up your ESTHER account and NetID. This link may only be used once, so be certain to remember your ESTHER pin after it has been reset.</p> <ul style="list-style-type: none"> <li>Visit <a href="http://MyNetID.rice.edu">MyNetID.rice.edu</a> to set your NetID password for email, OWL-Space, and Rice computers. Then, set a different password for your Rice Google Apps (<a href="#">Calendar</a> and <a href="#">Drive</a>). Visit <a href="#">IT DIY</a> for how-to instructions.</li> </ul> <p><i>If you have not received information regarding your Esther login by <b>May 31st</b>, please contact your graduate coordinator for assistance.</i></p>
<input type="checkbox"/> <p><b>Check your Rice Email Regularly</b></p>	<p>Your Rice Email is your official means of communication with the university. Read all emails from your graduate coordinator and <a href="mailto:graduate@rice.edu">graduate@rice.edu</a> regularly.</p> <ul style="list-style-type: none"> <li>Access your Rice email online at <a href="http://webmail.rice.edu">webmail.rice.edu</a>.</li> <li>If you prefer another service, set your Rice email to forward to another email address using WebSieve at <a href="http://ricemail.rice.edu">ricemail.rice.edu</a>.</li> </ul>
<input type="checkbox"/> <p><b>Complete and Submit Health Data Form</b> <i>Required</i> <b>Due July 1<sup>st</sup></b></p>	<p><b>All new, FULL TIME graduate students are <u>required</u> to submit a Health Data Form (HDF) to Student Health by July 1<sup>st</sup>, 2016.</b> Please, have your physician complete and sign the form, and mail it back to Health Services (Rice University Student Health Service, 6100 Main Street, MS-760, Houston, TX 77005, USA). Keep a copy for your records.</p> <ul style="list-style-type: none"> <li><i>If you have not had a physical exam within the last year, a physical will be required to complete the form.</i></li> <li>Instructions and more information can be found at: <a href="http://health.rice.edu/Content.aspx?id=106">http://health.rice.edu/Content.aspx?id=106</a></li> </ul> <p><b>All new graduate students under the age of 22 must show proof of the meningococcal meningitis vaccination.</b> Information regarding meningitis can be found at: <a href="http://gpsdocs.rice.edu/orientation/Meningitis_Requirement.pdf">http://gpsdocs.rice.edu/orientation/Meningitis_Requirement.pdf</a></p>
<input type="checkbox"/> <p><b>Register For or Waive Student Health Insurance</b> <i>Required</i> <b>Due September 2<sup>nd</sup></b></p>	<p><b>All students are <u>REQUIRED</u> to have health insurance coverage.</b></p> <ul style="list-style-type: none"> <li>Fall 2016 open enrollment for Rice Student Health Insurance for is <b>July 5<sup>th</sup> – September 2<sup>nd</sup></b></li> <li>If you currently have health insurance with another plan, you may waive Rice student insurance by demonstrating comparable insurance coverage. Please, <a href="#">review the waiver requirements</a>.</li> <li>To register or waive Rice Health Insurance, log on to <a href="http://studenthealthinsurance.rice.edu">http://studenthealthinsurance.rice.edu</a> . You will need your Rice student ID number to complete the process.</li> </ul>
<input type="checkbox"/> <p><b>Submit your Final Official Transcript</b> <i>Required</i> <b>Due October 1<sup>st</sup></b></p>	<p>After your most recent degree is conferred, request your previous institution to send an official transcript showing degree conferred directly to your department coordinator by October 1st.</p> <p><i>A \$75 late fee will be assessed if your final transcript is not submitted by October 1<sup>st</sup>. You will not be able to register for a second semester until your previous degree is verified.</i></p>

<input type="checkbox"/>	<b>Complete Online Training Requirements</b> <i>Required</i> <b>Due October 1<sup>st</sup></b>	<u>Preventing Sexual Harassment Training</u> <ul style="list-style-type: none"> <li>A link to the training will be directly emailed to you from the Office of EEO/AA. If you have not received an email or have questions, please contact Carmen Irvin, cirvin@rice.edu.</li> </ul> <u>Responsible Conduct of Research Training</u> <ul style="list-style-type: none"> <li>RCR online training will take about 4–6 hours to complete. A minimum score of 80% is required to pass by Rice’s standards. <b>Please, follow the instructions at <a href="http://sparc.rice.edu/responsible-conduct-of-research">http://sparc.rice.edu/responsible-conduct-of-research</a>.</b></li> </ul> <p>For more information about trainings, go to <a href="http://graduate.rice.edu/training/">http://graduate.rice.edu/training/</a>  <i>A \$75 late training fee will be assessed if training requirements are not met by October 1<sup>st</sup>. Students will not be able to register for a second semester until these trainings have been completed.</i></p>
<input type="checkbox"/>	<b>Know your policies</b> <i>Required</i>	Familiarize yourself with the following Rice policies: <ul style="list-style-type: none"> <li>The Graduate Student section of the <u>General Announcements</u></li> <li>The <u>Code of Student Conduct</u></li> <li>The <u>Honor Code</u></li> <li>Your graduate program’s handbook</li> </ul>
<b>After you Arrive</b>		
<input type="checkbox"/>	<b>Check-in with your department</b>	Make sure to attend your graduate program’s orientation. Your graduate coordinator will be able to answer any questions you may have upon arrival.
<input type="checkbox"/>	<b>Attend Lab Safety Training</b> <i>Required</i> <b>Thursday, August 18<sup>th</sup></b>	<u>Lab Safety Training</u> is <b>REQUIRED</b> for all new graduate students in the School of Engineering, School of Natural Science (except Math and Statistics), and any student working in a laboratory. Training that will take place on <b>August 18, 2016 at 9:00am, Keck Hall, room 100</b> . For more information about Lab Safety, visit <a href="http://safety.rice.edu/">http://safety.rice.edu/</a> . Contact your graduate coordinator if you have questions about attending the training.
<input type="checkbox"/>	<b>Pick up your Rice ID</b> <i>Required</i>	ID cards are obtained in the lobby of the Rice campus police department. Hours are 8AM-5PM, Monday-Friday.
<input type="checkbox"/>	<b>Complete your ESTHER profile</b> <i>Required</i> As soon as possible	ESTHER is the web application that allows you to access your academic records, course schedules, register for classes, pay bills, view financial aid, address and contact updates, and other tools. <i>Complete the following as soon as possible in order to receive your paycheck and to be able to register for classes</i> <ul style="list-style-type: none"> <li><b>Access the Bill Payment Suite</b> <ul style="list-style-type: none"> <li>View your account balance and payment history, enroll in a payment plan, set up direct deposit, schedule automatic payments, and set up authorized users.</li> <li>Bill Payment Suite Step by Step Instructions: <a href="https://students.rice.edu/Standard.aspx?id=2147484509">https://students.rice.edu/Standard.aspx?id=2147484509</a></li> </ul> </li> <li><b>Update Address and Emergency Contact Information</b></li> <li><b>Affirm the Honor Code</b></li> </ul>
<input type="checkbox"/>	<b>Register for classes</b> <i>Required</i> <b>Beginning August 20<sup>th</sup></b>	Registration for all new graduate students for Fall 2016 will take place on <b>Thursday, August 18, 2016, on ESTHER</b> , after you have been advised by your department on your planned course of study. <b>The last day to add classes is September 2, 2016.</b>
<input type="checkbox"/>	<b>Pay your bill</b> <i>Required</i> <b>Due September 10<sup>th</sup></b>	After you register for classes, you may receive an email notice of your new account statement. Go to the <b>Bill Payment Suite</b> in ESTHER to make arrangements for payment or enroll in a payment plan.
<input type="checkbox"/>	<b>Apply for a parking permit</b> If necessary	Visit <a href="http://parking.rice.edu">parking.rice.edu</a> to learn about parking options on campus. To purchase a parking permit, log on to ESTHER. Permits can be picked up from the Parking Office, located in the Central Garage below the Jones School of Management. Hours: 7AM-5PM, Monday-Friday.

# GSA Newsletter

**Welcome new students!** We are so excited to have everyone here, and we hope you will feel welcome at Rice. The Graduate Student Association is made up of graduate students at Rice, and the GSA mission is to enrich the graduate student experience and to represent, support, and promote graduate student interests and values. An integral and essential part of the Rice community, the GSA provides programs and services aiding in recruitment and retention of graduate students, represents graduate student interests to the University administration, and builds a strong sense of community both on and off campus. The **2016-2017 GSA Executive board** has made Wellbeing, Inclusion, and Advocacy the goal for improving graduate student life.



Visit our NEW website for more information about GSA and check out the New Student page: <http://gsa.rice.edu/>

## Upcoming Events:

- Orientation picnic: Tonight!!
- Volunteer at the Harris County Animal Shelter
  - Saturday, Aug. 20<sup>th</sup>; 9:30 – 2:30 pm
- Innovation Symposium
  - Friday, Sept 9<sup>th</sup>; 12 – 7 pm
- Career and Internship Expo
  - Tuesday, Sept 13<sup>th</sup>; 10 – 3 pm

## Recent Events:

- Olympic-Themed Summer Picnic
- Karaoke Night
- GSA Awards Ceremony
- 90 Second Thesis Competition
- Speed Networking
- Monthly Coffee Breaks
- International Culture Night



Stay up to date on GSA events by following the weekly GSA Announcements, the GSA Website, and on the Official GSA Calendar!

## How to get involved in GSA:

- Join Rice University committees to help Rice administration make important decisions about student life
- Join GSA Committees to help plan and coordinate GSA events and funding
- Get involved in your department GSA
- Run for a GSA officer position!

Follow us on Twitter (@RiceGSA), Instagram (rice\_gsa), and Facebook!





## Breakout Session Summary

### Graduate Student Association [gsa.rice.edu](http://gsa.rice.edu)

*Represents the common needs and interests of graduate students to the administrators*

#### Orientation Events Sponsored by the GSA

##### Today, August 17<sup>th</sup>

- 11:45 am Breakout Sessions  
*Please find the graduate student leader holding the number written on your folder.*
- 1:30 – 5:00 pm Refreshments + Socializing  
*Farnsworth Pavilion (RMC), Graduate Student Commons (West of Keck Hall)*
- 1:45 – 4:30 pm Graduate Student Panels  
*See reverse side for locations*
- 3:00 – 5:00 pm Campus Scavenger Hunt  
*Text "join GSA16" to (650) 262-5837 after 3pm to start*
- 5:00 – 8:00 pm Activities Fair & Orientation Picnic @ Graduate Student Commons/Valhalla (west of Keck Hall)  
*Rain location: Grand Hall in RMC*

#### **Intramural & College Level Sports**

<http://recreation.rice.edu/ims/>

#### **GSA Committees**

*Community Service, Media, Professional Development, & Programming*  
Contact: [gsa@rice.edu](mailto:gsa@rice.edu)



## Breakout Session Leader Info

Name: \_\_\_\_\_

Dept: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name: \_\_\_\_\_

Dept: \_\_\_\_\_

E-mail: \_\_\_\_\_



### Get your Rice ID!

Visit RUPD @ Entrance 8.  
Open M-F, 8am-5pm.  
Bring your student number and a picture ID (driver's license or passport).



## Explore Esther...

[esther.rice.edu](http://esther.rice.edu)

- Register & add/drop classes
- View the Course Catalog and the Schedule of Course Offerings
- Print an unofficial transcript
- View your account balance information
- View disbursed financial aid information
- Access professor and course evaluations
- Register emergency contact information to get Rice announcements about closings, emergency procedures, etc.

## Dining Options on Campus

### In the Student Center (RMC)

@Sammy's: Sandwiches, pizza, tacos, hamburgers, and home-cooked food

ReCharge U: Small convenience store with foods & drinks

Willy's Pub: Pizza, paninis and wraps

Coffeehouse: Great coffee, pastries, sweets

Ambassador Chinese: Chinese entrees and appetizers

The Hoot: Serving pizza, sandwiches and snacks late night (8:00 pm – 1 am)

### Around Campus

Valhalla: Graduate Student bar with beer, wine, & soft drinks; sandwiches at lunch (cash only) @ Keck Hall

Brochstein Pavilion: Coffee, tea, sandwiches, salads, pastries, beer, and wine

Food Trucks on Mudd Loop Road: See schedule @ <http://dining.rice.edu/public-dining/food-trucks/>

*Or sign up for a graduate meal plan through the serveries!*

### Other Websites to Know –

Shuttle System:

[park-trans.rice.edu/campus.cfm](http://park-trans.rice.edu/campus.cfm)  
*Track buses live @ [bus.rice.edu](http://bus.rice.edu)*

Student Center:

[studentcenter.rice.edu](http://studentcenter.rice.edu)

Grad Student Loan Closet:

[gradloanclset.blogs.rice.edu](http://gradloanclset.blogs.rice.edu)

Recreation Center:

[recreation.rice.edu](http://recreation.rice.edu)

*Purchase membership online!*

Rice University Crisis Management Team

[emergency.rice.edu](http://emergency.rice.edu)



**GSA Information Panels  
from 1:45-4:30 pm\***

Grab refreshments and meet current grad students at the coffee break between panels in Farnsworth Pavilion and Graduate Student Commons from 1:30-5 pm



***More questions?  
Ask your peers and experts!***

Time/ Room	Miner Conference Room	Memorial Chapel	Captain's Lounge	2 <sup>nd</sup> Floor Conference Room
1:45-2:30	Getting Involved @ Rice	First Year Success	Mastering Grad School	Wellness @ Rice
2:45-3:30	Wellness @ Rice	Prof. Dev. Resources	Getting Involved @ Rice	Exploring Houston
3:45-4:30	Prof. Dev. Resources	First Year Success	Mastering Grad School	Exploring Houston

**First Year Success:** Fellow grad students share how to survive your first year, pick an advisor, apply for fellowships, and make the most of your grad student experience.

**Mastering Grad School:** The master's student experience at Rice! Talk to fellow masters students about balancing classes, research projects, and preparing for life after graduation.

**Getting Involved @ Rice:** Learn about Rice's vibrant community, cultural organizations, volunteering opportunities, intramural sports, and more!

**Wellness @ Rice:** The Wellness Center, Recreation Center, and Women's Center discuss living a well-balanced life while caring for your physical and mental well-being in grad school.

**Professional Development Resources:** Learn about services the Center for Career Development, Center for Written, Oral, and Visual Communication, and Center for Teaching Excellence provide for graduate students.

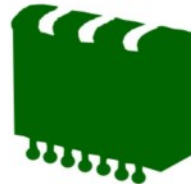
**Exploring Houston:** Where to live, to eat, to go on a wild Friday night, a lazy Saturday afternoon, or even a long weekend getaway!

**\*Please refer to your Student Center map in your orientation packet for room locations.**

*Graduate  
Activities Fair  
and Orientation  
Picnic*

**Valhalla 5-8 pm  
Wednesday  
August 17, 2016**

**Grab food, beer, soda, and a free GSA t-shirt while you get to know all the clubs and groups on campus!**





# Rice University Governing Policies



## GENERAL ANNOUNCEMENTS

The General Announcements describes university-wide academic policies and procedures for graduate study at Rice University. Students are responsible for meeting all program and university requirements. In addition to being in agreement with the regulations stated in their graduate program handbook, students must also be in agreement with the General Announcements and the Code of Student Conduct (see next section). A student failing to meet department or university requirements is subject to dismissal from the program.

In cases where there is conflicting information, university regulations take precedence over graduate program regulations, which take precedence over research group regulations.

When in doubt, students should first seek help at the department level (academic program administrator) and then at the central administration level (Office of Graduate and Postdoctoral Studies).

The General Announcements are available ONLINE at <http://ga.rice.edu>. Please, read and familiarize yourself with the following Academic Policies and Procedures:

Academic and Judicial Discipline  
[http://ga.rice.edu/GR\\_dismissal/](http://ga.rice.edu/GR_dismissal/)

Academic Regulation and Good Standing  
[http://ga.rice.edu/GR\\_regulations/](http://ga.rice.edu/GR_regulations/)

Candidacy, Oral Examinations, and Thesis  
[http://ga.rice.edu/GR\\_candidacy/](http://ga.rice.edu/GR_candidacy/)

Grades  
[http://ga.rice.edu/GR\\_grades/](http://ga.rice.edu/GR_grades/)

Leaves, Interruptions of Study, and Withdrawals  
[http://ga.rice.edu/GR\\_withdrawals/](http://ga.rice.edu/GR_withdrawals/)

Registration  
[http://ga.rice.edu/GR\\_registration/](http://ga.rice.edu/GR_registration/)

Rights and Responsibilities  
[http://ga.rice.edu/GR\\_rights/](http://ga.rice.edu/GR_rights/)

**DON'T FORGET AN ACADEMIC DEADLINE!**  
Download the Academic Calendar on Google Calendar at <http://registrar.rice.edu/calendars>



## CODE OF STUDENT CONDUCT

*"The life and work of a Rice University student should be based on integrity, responsibility, and consideration and respect for others." - Rice University Code of Student Conduct*

The Office of Student Judicial Programs oversees the judicial system and enforces the Code of Student Conduct, which governs the administration of student order and discipline, and may participate in Title IX investigations. The Code of Student Conduct applies to all students, including undergraduate, graduate, and transfer students; those enrolled in professional and Continuing Studies programs; and visiting students, Visiting Post Baccalaureates, second degree students, and auditors, from the time they arrive on campus for orientation until their degree is conferred or they have permanently left Rice. Organizations also are subject to this Code. All enrolled students are also subject to Rice University policies, rules, and regulations.

Alleged violations of university or college rules are handled in accordance with the Code of Student Conduct. Students may appeal decisions as described in the Code of Student Conduct. Rice retains ultimate authority in all matters of discipline and over all actions that affect its educational function or the safety and wellbeing of members of the university community. The Code is not intended to—and does not—confer any contractual rights on any individuals involved.

The Code of Student Conduct can be found at <http://sjp.rice.edu/current-code-of-student-conduct/>.



## HONOR CODE AND GRADUATE HONOR COUNCIL

*"On my honor, I have neither given nor received any unauthorized aid on this assignment." - Rice University Honor Code*

The honor system, one of the oldest and proudest traditions at Rice, is administered by the Honor Council, whose student members are elected each year by the student body. Adopted by a student vote in 1916, the honor system has remained essentially the same since that time but for changes in the procedures and membership of the Honor Council.

Students take all written examinations and complete any specifically designated assignments under the honor system. By committing themselves to the honor system, all students accept responsibility for assuring the integrity of the examinations and assignments conducted under it.

The Faculty Senate and the Provost established the Graduate Honor Council to consider all cases of possible violation of the Honor Code by graduate students. The Graduate Honor Council adopts the spirit of the constitution, by-laws and procedures of the Honor Council except as modified by the Graduate Honor Council Policies and Procedures. The Graduate Honor Council is responsible for investigating reported violations and for conducting a hearing when the facts warrant. For course work violations, Graduate Honor Council shall determine an appropriate penalty, taking into consideration the totality of the circumstances in a case as well as reviewing any consensus penalties adopted by the Honor Council. The Graduate Honor Council may modify these penalties for graduate students.

The Honor Code and other related information and resources are located at <http://gradhonor.rice.edu/>.



## RESEARCH MISCONDUCT

*"As an institution of higher learning, Rice University expects all its members to maintain the highest standards of conduct in pursuing research and scholarly activities. Any form of research fraud or misconduct is contrary to the University's principles and adversely affects the reputation of all individuals in the Rice community." - Rice University Policy No. 324*

Research misconduct means fabrication, falsification or plagiarism in proposing, performing, or reviewing research, or in reporting research results. Fabrication is making up data or results and recording or reporting them. Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record. Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit.

A finding of research misconduct requires that there be a significant departure from accepted practices of the relevant research community. Research misconduct may also include a failure to comply with the federal requirements for protecting researchers, human and animal subjects and the public. Any action in connection with proposing, conducting, reviewing, or reporting research taken with the intent to defraud is also a form of research misconduct. Research misconduct does not include honest error or differences in opinion.

The Research Misconduct Policy and other related information and resources are located at <http://research.rice.edu/research-policies/>.

Don't forget to take  
**RESPONSIBLE CONDUCT OF RESEARCH TRAINING**  
by October 1, 2016!

More information about RCR Training at:  
<http://sparc.rice.edu/responsible-conduct-of-research>



## PLAGIARISM

In the United States, plagiarism is academic misconduct, and you are expected to be able to recognize and avoid plagiarism. It is YOUR responsibility to use quotation marks when using exact source words, to paraphrase correctly, and to cite all sources whether on slides or in written text. You must cite the source even if no author is identified, as on Wikipedia.

Learn how to  
**RECOGNIZE AND AVOID PLAGIARISM!**

More information about Plagiarism at:  
<http://graduate.rice.edu/policydoc>



## SEXUAL MISCONDUCT POLICY

Rice University is committed to providing an environment that is free from gender-based discrimination. Title IX of the Higher Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities. Consistent with Title IX, the University does not tolerate sex discrimination, including sexual misconduct and relationship violence.

### Consent

Rice University defines consent as "active, ongoing, voluntary agreement between all partners to participate in an activity communicated by clear words or actions"

- Alert, aware, and cognitively able to make a decision
- Old enough (17 years or older in the state of Texas)
- Saying yes and actively showing they are enjoying themselves through their words and actions

It is your responsibility to make sure your partner is giving full consent throughout any interaction. If you're not sure, then stop, step back, and ask.

### Prohibited Behaviors

Rice's Sexual Misconduct Policy prohibits a wide array of

behaviors that fall under the umbrella of sexual misconduct. All forms of sexual misconduct are behaviors without a person's consent. These behaviors can be perpetrated by people of all genders, just as people of all genders can experience these behaviors.

Sexual assault, harassment, stalking, or relationship violence are not your fault. If you have experienced any of these behaviors, there are resources available for you at Rice to seek support and make a report.

### **Options for Support**

#### *Confidential Counseling and Medical Support:*

- Rice Counseling Center: 713-348-3311 (24 hours)
- Student Health Services: 713-348-4966 (M-F, 8 am – 5pm)
- The Houston Area Women's Center: 713 - 526-7273 (24 hours), <http://www.hawc.org/>
- The Montrose Center (LGBT specific): 713 - 526-3211 (24 hours), <http://www.montrosecenter.org/hub/>

#### *Additional Support:*

- RUPD: 713-348-6000 (24 hours)
- Office of Sexual Violence Prevention and Title IX Support: 713-348-3311 (24 hours)
- Student Wellbeing and Counseling Center: 713-348-3311 (24 hours)
- Student Judicial Programs: 713-348-4786 (M-F, 9 am – 5 pm)

The Sexual Misconduct Policy and other related information and resources are located at <http://safe.rice.edu/>.



## **SEXUAL HARRASMENT PREVENTION**

*"Rice University is committed to maintaining an environment free of sexual harassment." - Rice University Policy 830-01*

The policy of Rice University is to provide an environment that is free from sexual harassment. Such conduct seriously undermines the atmosphere of trust and respect essential to a healthy work and academic environment. This policy applies to all members of the university community, and they are encouraged to report, promptly, complaints about sexual harassment. Persons found to be in violation of this policy shall be subject to disciplinary action that may include, but is not limited to, written warning, demotion, transfer, suspension, or dismissal.

No faculty member, administrator, staff member, applicant for employment, student, or member of the public may be subject to restraint, interference, coercion, or reprisal for action taken in good faith to seek advice concerning a sexual harassment matter, for filing a sexual harassment complaint, or for serving as a witness or as a panel member in the

investigation of a sexual harassment complaint.

### **The Law**

Sexual harassment is a form of sex discrimination prohibited by Title VII of the Civil Rights Act of 1964 (as amended), by Title IX of the Education Amendments of 1972, and by the Texas Commission on Human Rights Act.

SEXUAL HARASSMENT is a form of sex discrimination. It is illegal.

### **Sexual Harassment Defined**

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature where:

- Submission to such conduct is made, either explicitly or implicitly, a term or a condition of an individual's education or employment;
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual's welfare; or
- Such conduct has the purpose or effect of substantially interfering with an individual's welfare or academic or work performance or creates an intimidating, hostile, offensive, or demeaning educational or work environment.

Sexual harassment can occur between persons of the same or opposite sex. In addition, the victim does not necessarily have to be the person to whom the unwelcome sexual conduct is directed but could be a third party who is affected by behavior that substantially interferes with that third party's welfare or academic or work performance.

Two types of sexual harassment are recognized; quid pro quo and hostile environment harassment.

- Quid pro quo harassment occurs when someone in a supervisory position conditions the granting of a work or academically related benefit upon the receipt of sexual favors or punishes the subordinate for rejecting the offer.
- Hostile environment harassment occurs when persons create an atmosphere so pervasive with sexual harassment that it has the purpose or effect of unreasonably interfering with an individual's psychological well-being or ability to be productive.

The Sexual Harassment Policy and other related information and resources are located at <http://professor.rice.edu/Standard.aspx?id=2429>.

Don't forget to take  
**SEXUAL HARASSMENT PREVENTION TRAINING**  
 by October 1, 2016!

More information about All REQUIRED Training at:  
<http://graduate.rice.edu/training>



## ALCOHOL POLICY

The Rice community encourages safe, responsible behavior toward alcohol. All students are personally responsible for their behavior, and all students should, under Rice's Culture of Care, consider themselves responsible for the safety of themselves and all fellow students. For those permitted to consume alcohol, Rice encourages with both regulations and sanctions a shift away from distilled spirits toward beer and wine, which pose a less serious danger of abuse.

To familiarize yourself with the Alcohol policy, visit [http://www.students.rice.edu/students/Alcohol\\_Policy.asp](http://www.students.rice.edu/students/Alcohol_Policy.asp)

Students, organizations or colleges violating campus alcohol rules will be sanctioned under the Code of Student Conduct, with sanctions ranging from fines to expulsion.



## TEACHING ASSISTANT POLICY

Teaching assistants are graduate students who help faculty with the delivery of courses. Services provided by teaching assistants include, but are not limited to, grading, monitoring, leading labs and/or discussion sessions, offering office hour assistance to students and performing clerical tasks associated with course instruction. Teaching assistants are supervised by the course instructor of record and are subject to established departmental policy.

Although they are not members of the faculty, teaching assistants are expected to conform to the same standards of conduct in the performance of their academic duties as are members of the faculty and shall respect the rights and opinions of students and uphold the academic standards of the University.

Teaching assistants are subject to the guidelines stated in the University Amorous Relationship Policy as well as the Family Educational Rights and Privacy Act (FERPA).

When serving in the role of a teaching assistant, graduate students are considered responsible employees under the University Title IX Policy. As a responsible employee of Rice University, once a teaching assistant knows about any incident of sexual assault, harassment, relationship violence, stalking, or another non-consensual interpersonal behavior, Rice Title IX personnel need to know so they can act to support the student and keep our community safe. You can

gain access to the Title IX Resource Navigator, Student Wellbeing, and the Rice Counseling Center by calling 713 - 348-3311. If a student wants to make a report through the university, wants Title IX accommodations without making a report, or isn't sure what to do, call 713 - 348-3311.

If the student wants to make a report through the legal system or is considering making a report, or needs immediate assistance, call the Rice University Police Department (RUPD) at 713-348-6000.



## DISABILITY SUPPORT SERVICES (DSS)

Rice students registered with DSS may have a wide range of disabilities including learning disabilities, attention deficit disorders, physical or medical conditions, sensory loss, or psychiatric or psychological conditions, etc. DSS establishes eligibility for disability-related assistance, notifies and consults with faculty on needed accommodations, and provides adaptive equipment or resources as needed.

New students that are admitted to Rice are advised to contact DSS following admission to ensure eligibility is established and any needed, reasonable accommodations are evaluated and approved in a timely manner. Accommodations are not retroactive.

For more information visit the DSS website <http://www.dss.rice.edu/Content.aspx?id=42> or contact them via phone 713-348-5841 or email [adarice@rice.edu](mailto:adarice@rice.edu).

**Avoid a late fee.**

**REGISTER**

**ON  
TIME**

**Receiving a Stipend?**

**REGISTER**

**ON  
TIME**

Semester	Minimum # of Course Credits	Type of Course	Registration Begins
Fall	9	*Graduate	End of March
Spring	9	*Graduate	Mid-November
Summer	6	Grad Research (Undergrad courses are self pay)	Mid-March

*\* Undergrad courses do not count towards your degree*

*(Almost) all you need to know about the:*

# STUDENT HEALTH CENTER

Visit [health.rice.edu](http://health.rice.edu) for more information

~ Brought to you by the GSA ~

## DID YOU KNOW?

### Visits to the Health Center are covered in your student fees!

(All full-time graduate students are eligible for health care; additional fees may apply for prescriptions, laboratory services, etc.)

#### Services include:

- \* Treatment for acute illnesses:
  - fever
  - respiratory infections
  - sore throat
  - abdominal pain
  - orthopedic injuries
  - trauma
  - and more
- \* Flu shots + other vaccinations
- \* General physical exams- free yearly preventative screening
- \* Female health exams + contraceptive consulting
- \* Sexual health + STD screenings
- \* Travel medication prescriptions
- \* Skin conditions
- \* Gastrointestinal conditions
- \* Limited laboratory + testing services

Full list of services on [health.rice.edu](http://health.rice.edu)

#### HOURS:

Monday – Friday: 8am – 5pm  
Closed Weekends

## NEED TO OBTAIN CARE?

Clinical services with the physicians are provided by appointment only.

**For Appointments:  
Call 713-348-4966**

*Students may be seen at the clinic regardless of the type of health insurance they possess*

## WHERE IS THE HEALTH CENTER?

Check out the map on the back! 

## Mental Health Information

There are several on-campus resources to help you with mental and emotional wellness that are also included in your student fees:

### The Wellbeing and Counseling Center

Open 9am-5pm, Monday- Friday


WALK-INS WELCOME!

☎ : 713-348-3311 (24 hours)

✉ : wellbeing@rice.edu

Primary Location: The Gibbs Wellness Center  
(next to the Recreation Center)

Secondary Location: The Rich Health Service Center  
(next to the Student Health Center)

 cut here and place in wallet for convenience

### IMPORTANT INFORMATION:

Student Health Center Office Hours:

Monday- Friday, 8am – 5pm

To make an appointment at the Student Health Center, call 713-348-4966 (appointments must be scheduled by phone)

#### Bring your Rice ID

REMEMBER: You do not need to have Rice-provided health insurance to make an appointment at the Student Health Center.

### URGENT CARE/ EMERGENCY:

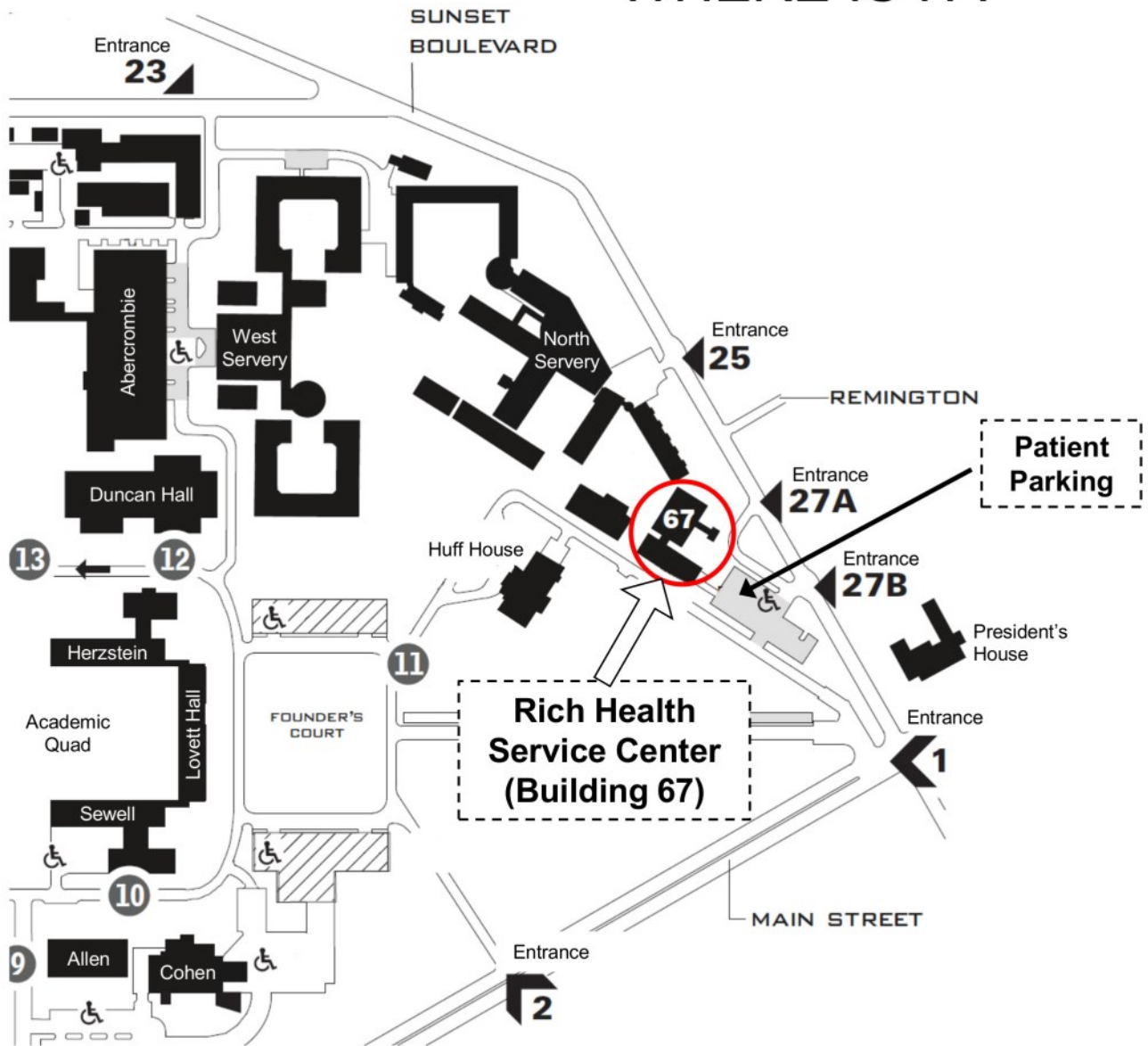
For ON-campus emergencies: 713-348-6000


For OFF-campus emergencies: 911

- Aetna Student Health Telephone Triage  
24-hour line: 1-800-556-1555
- Baylor Family Medicine Express Care Center  
☎ : 713-798-9355 Location: 6620 Main St 12<sup>th</sup> floor
- Memorial Hermann Hospital Emergency Room  
☎ : 713-704-4000 Location: 6411 Fannin Drive

**BRING your health insurance card!**

*(Almost) all you need to know about the:*  
**STUDENT HEALTH CENTER**  
 WHERE IS IT?



 cut here and place in wallet for convenience

**LOCAL PHARMACIES**

(Should you be given a prescription by your doctor, you can go to any of these pharmacies to fill it. Be sure to ask if a generic brand is available to save money!)

**CVS:** Kirby Dr. @ Main St. 713-660-8934

**Kroger's:** 7747 Kirby Dr. 713-661-7440

**HEB:** 5225 Buffalo Speedway 713-664-3426

**Walgreens:** Montrose @ Hawthorne 713-520-7777

**HEB:** 1701 W. Alabama St. 713-807-7293

**CVS:** Kirby Dr. @ Bolsover 713-522-3983

**INSURANCE CONTACT INFORMATION**

On-campus e-mail: [studentinsurance@rice.edu](mailto:studentinsurance@rice.edu)

For claim inquiries, benefit information or for pre-certification: 1-877-375-7908

For prescription (Rx) services: 1-888-792-3862

*Have your health insurance card and Rice Student ID number ready when you call.*

For more general information, visit [aetnastudenthealth.com](http://aetnastudenthealth.com) or the Aetna Mobile app.





# Student Health Insurance

Fall Open Enrollment  
July 5 - Sept 2

## ENROLL/WAIVE STUDENT INSURANCE INSTRUCTIONS:

1. Visit the [Student Health Insurance Website](#) to review the plan design and summary along with other very important information
2. During the Open Enrollment period click on the link to enroll or waive coverage
3. Find the "Enroll/Waive" link on the Aetna portal
4. Follow the instructions based on your decision to enroll or waive



The enroll/waive processing time may take up to 2 weeks until considered complete. All students are pre-billed for the annual insurance plan. Once your insurance decision has been approved, your tuition bill will be updated.



**Important:** The waiver/enrollment application will remain locked until July 5th. Please do not attempt to make your insurance decision until open enrollment has begun.

Every degree seeking student is required to have health insurance coverage compliant with the Affordable Care Act while enrolled at Rice University. Therefore, students must enroll in the Student Health Insurance Plan, administered by Aetna Student Health, OR request a waiver of student insurance, by demonstrating comparable insurance coverage.

All students that have not enrolled in coverage, or submitted the waiver by September 2, 2016, will automatically be enrolled in annual coverage and charged the premiums. Once you are enrolled in coverage, you cannot cancel for any reason. You may need to pay out of pocket for medical services until your enrollment has been processed. Once processed, you will be able to file a claim for reimbursement. The coverage will not be prorated and will be effective 08/15/16 .

## Check out our website to find more information on:

- Current Rates
- Waiver Requirements
- FAQ's
- Dental Care Options
- Payroll Deduction
- Subsidy for PhD Students
- Learn Where to Seek Medical Attention
- Insurance Terms
- Travel Assistance and More!!

## Contact Us:

**Phone:** 713-743-5544

**E-Mail:** [studentinsurance@rice.edu](mailto:studentinsurance@rice.edu)

**Student Health Insurance Website:**  
[StudentHealthInsurance.Rice.Edu](http://StudentHealthInsurance.Rice.Edu)

All Students Must  
Take Action!!

For all questions regarding the **SAS Plan**, please contact the Office of International Students and Scholars

# SPEAK UP ask for HELP

(713) 348-3311 24/7

wellbeing & counseling center

## TALK TO A WELLBEING ADVISOR

- Feeling Stressed
- Wanting guidance on time management, stress management, relationship issues, etc.
- Taking Time off and planning roadmap back to Rice

## TALK TO A CLINICAL COUNSELOR

- Feeling Distressed
- Something is affecting daily life
- Having trouble functioning
- Wanting clinical counseling

## TALK TO A TITLE IX NAVIGATOR

- Wanting to learn about the health of a relationship(s)
- Experienced sexual or domestic violence, sexual harassment, and/or stalking
- Wanting to discuss options for reporting and support
- Have been accused of violating the sexual misconduct policy

[wellbeingandcounseling.rice.edu](http://wellbeingandcounseling.rice.edu)

 @RiceStudentWellbeing

# I know someone in need of support.

How do I respond?  
Who can I talk to?

## ask yourself:

Do they need immediate **medical** or **psychiatric** attention and/or do you feel **threatened** or believe that anyone may be in **danger**?

### YES

Trust your gut. Call for help.

**RUPD/Rice EMS:** (713) 348-6000 (24/7)

**Wellbeing and Counseling Center:** (713) 348-3311 (24/7)  
If it's urgent, but not life threatening (AND contact the student's **College Masters**)

### NO, but they need help

**Wellbeing and Counseling Center:** (713) 348-3311 (24/7)  
Support through issues affecting personal or academic goals, including sexual misconduct or other traumas.

**Student Health Services:** (713) 348-4966  
Physical health concerns.

Contact their **College Masters** for general concerns for an undergraduate.

### IN AN EMERGENCY

**CALL RUPD  
IMMEDIATELY  
(713) 348-6000 (24/7)**

### NO, but they would like to talk to somebody

**Office of Academic Advising:** (713) 348-4060  
General academic concerns for undergraduates.

**Wellbeing and Counseling Center:** (713) 348-3311 (24/7)  
Support through issues affecting personal or academic goals, including sexual misconduct or other traumas.

**Student Judicial Programs (SJP):** (713) 348-4786  
Options for reporting potential code of conduct violations.

**Student Health Services:** (713) 348-4966  
Physical health concerns.

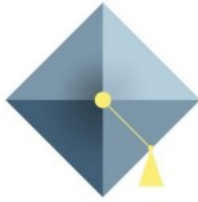
**Disability Support Services:** (713) 348-5841  
Accommodations for a disability.

**College Master or Dean of Undergraduates:** (713) 348-4996  
General support for undergraduates.

**Graduate and Postdoctoral Studies:** (713) 348-4002  
General support for graduate students.



For more information, please visit: <http://wellbeingandcounseling.rice.edu>  
Located in Gibbs Wellness Center • Walk-ins welcome M-F 9am-5pm



## Graduate and Postdoctoral Studies 2016 Fall Succeed! Workshop Series

*The Office of Graduate and Postdoctoral Studies organizes a workshop series to help graduate students be more successful at Rice and in their ensuing careers. For more information, visit <http://graduate.rice.edu/succeed>.*

Date	Topic
Sept. 1 <sup>st</sup>	<b>Wellbeing Information and Resources</b> Rice Counseling Center and Wellbeing
Sept. 14 <sup>th</sup>	<b>Versatile PhD</b> Kiri Kilpatrick, Associate Director, Graduate Student Development
Sept. 28 <sup>th</sup>	<b>Professional Communication</b> Andrew Tessmer, Assistant Director, Career Development
Oct. 6 <sup>th</sup>	<b>How to Succeed in Graduate School: Tips for new graduate students</b> Kiri Kilpatrick, Associate Director, Graduate Student Development
Oct. 12 <sup>th</sup>	<b>Stress Reduction Skills</b> Rice Counseling Center
Oct. 27 <sup>th</sup>	<b>Writing a Persuasive Abstract</b> Kyung-Hee Bae, Associate Director, CWOVC
Nov. 2 <sup>nd</sup>	<b>Intellectual Property Rights</b> Luba Pacala, Assistant Director, Technology Transfer
TBA	<b>Navigating Difficult Conversations</b> Sherry Vanderslice, Graduate Affairs Manager
TBA	<b>Research Data Management</b> Lisa Spiro, Executive Director of Digital Scholarship Services

Workshops are held 4:00-5:00 pm in Sewell Hall Room 309 unless otherwise noted.

Refreshments will be served.

Please register at: <http://graduate.rice.edu/succeedregistration>

**Don't miss a Succeed! Workshop or other professional development opportunities!**

**Add the GPS Professional Development Calendar to your Google Calendar at <http://graduate.rice.edu>**



# NATIONAL SCIENCE FOUNDATION GRADUATE RESEARCH FELLOWSHIP PROGRAM

The NSF GRFP provides fellowships to individuals selected early in their graduate careers based on their demonstrated potential for significant achievements in *science, technology, engineering, and math*. The program provides three years of support (\$34,000 annual stipend) for research-based master's and doctoral degrees in a field within the NSF's mission. To learn more about the NSF GRFP, visit <https://www.nsfgrfp.org/>.

## WHY APPLY FOR THE NSF GRFP?



**FINANCIAL  
SUPPORT**



**RESEARCH  
INDEPENDENCE**



**TRAVEL  
ABROAD**



**DEVELOP  
COLLABORATIONS**



**PRESTIGE**



**IMPROVE YOUR  
GRANT WRITING**



**EXPAND YOUR  
NETWORK**



**TRAINING &  
PROFESSIONAL  
DEVELOPMENT**

## NSF GRFP FELLOWSHIP RESOURCES

The office of Graduate and Postdoctoral Studies provides workshops, writing labs, and one-on-one mentoring to help you compose a competitive application. Questions? Contact Dr. Kiri Kilpatrick at [kiri.kilpatrick@rice.edu](mailto:kiri.kilpatrick@rice.edu).



### GRFP WORKSHOPS

#### GRFP INFORMATION SESSION

August 23, 4-5pm, Keck 102

#### FUNDING FUTURE LEADERS

August 25, 4-5pm, Keck 102

Demonstrate leadership potential in your GRFP essays

#### PERSONAL STATEMENT & RESEARCH PLAN Q&A

September 8, 4-5pm, Location TBD

Get your GRFP questions answered

#### GRFP WRITING CAMP

October 10, 1-4pm, CWOVC, Fondren Library, 200

A half-day workshop with quiet writing time and individual support from GRFP Mentors and Coaches.

#### PEER REVIEW SESSION

October 18, 4-5pm, Location TBD

Receive feedback on your GRFP essays

**REGISTER TODAY!**

[GRADUATE.RICE.EDU/NSFGRFPWORKSHOPS](http://GRADUATE.RICE.EDU/NSFGRFPWORKSHOPS)



### GRFP COACHING

#### GRFP MENTORS

Current GRFP Fellows that can assist with guideline interpretation, brainstorming, and general application strategy.

#### GRADUATE FELLOWSHIP COACHES

Advanced graduate students trained in fellowship writing and editing that will provide specific feedback and direction on your GRFP application and revise advanced drafts.

Dates: August 29 – October 21

Location: CWOVC, Fondren Library 200

Sign up by **October 12** to be matched with a coach

Not on campus? Mentors and Coaches will video conference as well.

**SIGN UP!**

[GRADUATE.RICE.EDU/GRFPCOACHING](http://GRADUATE.RICE.EDU/GRFPCOACHING)

**MORE INFORMATION:** [graduate.rice.edu/nsfgrfp](http://graduate.rice.edu/nsfgrfp)

**CENTER FOR**  
WRITTEN,  
ORAL **AND**  
VISUAL  
**COMMUNICATION**



**C W O V C + ME**

A flow chart to determine whether or not you should visit Rice's Center for Written, Oral and Visual Communication (hint: **you should**)

**START HERE**



Looking to improve communication skills like... ?

**WRITING**



clarity, flow, organization

**PRESENTING**



organization, pacing, visuals

**DESIGNING**



slides, posters



Need feedback?



Need inspiration?



**MEET WITH A CONSULTANT**

- Feedback on papers, posters, and slides
- Coaching for oral presentations
- Assistance with preparing professional talks and materials

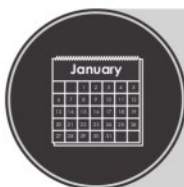


**ATTEND A WORKSHOP**

- Rotating skill-oriented workshops
- Monthly writing meet-ups
- Dissertation camps for Rice PhD candidates

**Definitely visit us!**

**GET STARTED AT THE CWOVC**



Schedule an appointment online:  
[cwovc.rice.edu](http://cwovc.rice.edu)

Location:  
2nd Floor Mezzanine  
Fondren Library



# The versatile PhD®

The Versatile PhD is a web-based resource that can help graduate students discover interesting professions that utilize the skills developed in graduate school. This resource can help you identify, prepare for, and succeed in non-academic careers. Because you are at Rice University, you get special access to the PhD Career Finder where you will find sample cover letters, resumes, and success stories.



career panels  
real-world info



supportive online community  
local meetups



PhD Career Finder  
job listings

## PhDs GO MANY PLACES – WE’LL SHOW YOU HOW!

**Actual cover letters and resumes** that real PhDs and ABDs used to get non-academic jobs

**Detailed insider information** about careers for your discipline

**Stories about how others like you** succeed, advance and thrive in many non-academic fields

### 2016 – 2017 Career Discussion Panels

#### FOR HSS GRADUATE STUDENTS AND POSTDOCS

**PhDs in Translation**  
September 19<sup>th</sup> – 23<sup>rd</sup>

**PhDs in Cultural Resource Management**  
November 14<sup>th</sup> – 18<sup>th</sup>

**PhDs in Think Tanks**  
March 6<sup>th</sup> – 10<sup>th</sup>

#### FOR STEM GRADUATE STUDENTS AND POSTDOCS

**PhDs in Medical Writing**  
October 17<sup>th</sup> – 21<sup>st</sup>

**PhDs in Conservation**  
February 6<sup>th</sup> – 10<sup>th</sup>

**PhDs in Think Tanks**  
April 3<sup>rd</sup> – 7<sup>th</sup>

versatilePhD.com

Serving **Humanities, Social Science** and **STEM** fields on your campus

**START  
HERE**

Follow these instructions to establish your affiliation with your institution and receive full access to all VPhD resources for the next twelve months.

Go to [vphd.info/RiceU\\_go](http://vphd.info/RiceU_go). Follow instructions there to verify your Rice University affiliation. Once you reach the VPhD login page, create a member account if it's your first time. If you already have an account, sign in as usual.

Concerned about whether faculty or others in your program will find you on Versatile PhD? Our privacy settings are simple and under your complete control. You can be as anonymous or as open as you choose.



## Mission

The Center for Teaching Excellence (CTE) at Rice University seeks to transform teaching through mentoring, innovative practices, collaboration, scholarship, and advocacy. The CTE actively engages faculty, staff, students, and community partners, and brings them into conversation to achieve excellence in teaching and learning.

## Coursework for Graduate Students

For graduate students seeking careers in academia, the CTE offers a SACS-accredited Graduate Certificate in Teaching and Learning. This program prepares graduate students to become effective college teachers by combining formal classroom instruction with practical experience and one-on-one mentoring. To earn the certificate, students must complete the following four courses:

- **UNIV 500: Principles of Effective College Teaching**  
This course provides an overview of essential, research-based methods used by college instructors to enhance the quality of student learning. Topics will include course and syllabus design, student engagement, classroom management, and more. The course will culminate with the development of a teaching philosophy and a sample syllabus. 3 Credit Hours. Fall Only.
- **UNIV 501: Research on Teaching and Learning**  
This course explores scholarship on teaching and learning in detail with special attention to the breadth of approaches and methodologies. The culminating project will be a literature review in an area of interest. 3 Credit Hours. Spring Only.
- **UNIV 502: Practicum in College Teaching**  
This practicum allows students to design and deliver teaching demonstrations and to receive feedback on their work. The course will also focus on the place of teaching in the broader landscapes of higher education and the academic job market. 3 Credit Hours. Spring and Summer.
- **UNIV 599: Teaching Portfolio**  
This independent study serves as a capstone to the UNIV sequence on teaching and learning. Students will meet individually with the instructor to plan and complete a teaching portfolio. 2 Credit Hours. All Year.

## Pedagogy Institutes

All graduate students are invited to attend these 3-hour workshops held once a semester.

- Fall Institute: Preparing to Teach
- Spring Institute: Preparing for the Academic Job Market





## Confidential Services and Support

- In-class observations of teaching
- Collection of mid-semester feedback from students (in class or online)
- One-on-one consultations on working with students as a TA, syllabus design, instructional techniques, or assignment design

## Campus-Wide Programming

- Training for graduate instructors and teaching assistants (each August)
- Symposium on Teaching and Learning (each January)
- University Teaching Award Ceremony (each April)
- CTE reading groups on recent works in the scholarship of teaching and learning (Fall & Spring semester)
- A series of 1-hour presentations on “What’s New in Research on Teaching and Learning” (Fall & Spring semester)
- Faculty Owl Days: Faculty Celebration of Teaching (Fall & Spring semester)

## Opportunities to Get Involved

- Serve as your department’s Graduate Liaison to the CTE

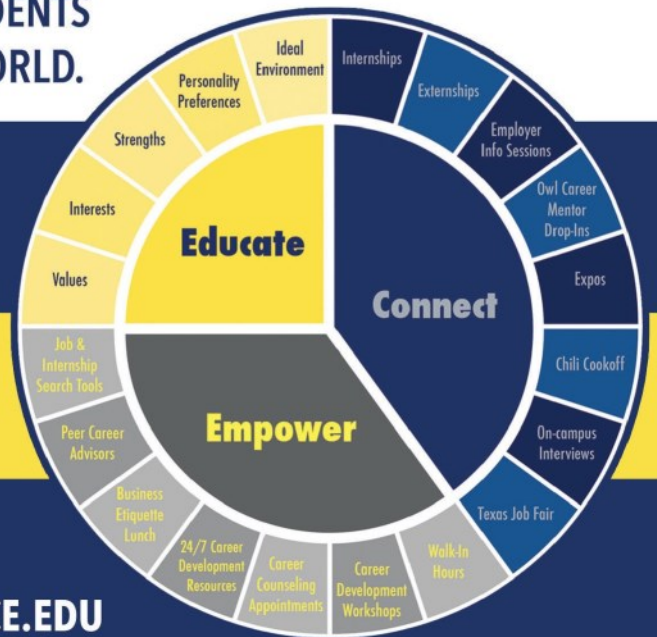
For more information about any of these opportunities, please visit our website at [cte.rice.edu](http://cte.rice.edu) or email us at [cte@rice.edu](mailto:cte@rice.edu).

# WHAT DOES THE CENTER FOR CAREER DEVELOPMENT DO?

OUR VISION IS TO EMPOWER ALL RICE STUDENTS TO FIND AND MAKE THEIR PLACE IN THE WORLD.

## HOW?

HERE'S A QUICK OVERVIEW OF OUR RESOURCES FOR STUDENTS.



**RICE**

Center for Career Development

[WWW.CCD.RICE.EDU](http://WWW.CCD.RICE.EDU)

## 15 THINGS YOU NEED TO KNOW FROM THE CCD

**3** BEGIN WORKING ON YOUR RESUME AND/OR CV NOW & UPDATED IT EVERY SEMESTER

**4** BUILD & MAINTAIN A LINKEDIN PROFILE

**5** SEEK OUT YOUR COLLEGE'S PCAS FOR ASSISTANCE

**9** CAREER COUNSELORS WILL MEET WITH YOU INDIVIDUALLY IN PERSON, VIA SKYPE, OR BY PHONE

**10** WALK-IN APPOINTMENTS ARE WELCOME M-F FROM 12:00-1:00PM WHEN CLASSES ARE IN SESSION

**6** BE PREPARED TO ANSWER THE QUESTION "TELL ME ABOUT YOURSELF"

**7** MEET WITH A CAREER COUNSELOR TO DISCUSS YOUR CAREER PATH AFTER RICE

**8** CONSIDERING LEAVING ACADEMIA? THE CCD CAN HELP

**11** ATTEND CAREER EXPOS & COMPANY INFO SESSIONS DURING THE FALL & SPRING EVEN WHEN YOU ARE NOT JOB/INTERNSHIP SEARCHING TO PRACTICE NETWORKING WITH EMPLOYERS

**12** DO NOT COMPARE YOUR CAREER JOURNEY TO THAT OF YOUR PEERS

**13** BEGIN YOUR CAREER DEVELOPMENT EARLY. ROME WASN'T BUILT IN A DAY

**14** MANY EMPLOYERS WILL BEGIN RECRUITING IN THE FALL FOR MAY HIRES, SO START EARLY

**15** SEND A THANK-YOU NOTE/EMAIL WITHIN 24-48 HOURS AFTER ANY INTERACTION WITH AN EMPLOYER!



# FINAL FRIDAYS

ALL EVENTS IN HUFF HOUSE 107  
12PM-1PM

**GRAD STUDENTS ONLY**  
FOR INFORMATION ON  
UNDERGRADUATE PROGRAMS,  
SEE OUR CALENDAR AT [CCD.RICE.EDU](http://CCD.RICE.EDU)

**SEPT. 30** CV to Resume & Resume to CV

**OCT. 28** Making the Most of Your Industry Job Search

**NOV. 18** Growing & Maintaining Your Network Throughout  
Your Graduate Career



**RICE**

Center for Career Development

**FREE FOOD!**

# Graduate Student Guide to Computing Services



## What computing accounts are setup for me?

<https://mynetid.rice.edu/>

Once your information is complete in Rice's employee or student database, you can learn your assigned "NetID" and set your "NetID password," which are your account name and password for several campus computing systems.

AD Rice	Used to log onto most office and lab computers on campus
Email	Rice email system
Canvas and OWL-Space	Learning management systems
VPN	Virtual private network provides secure transportation of data between a computer outside of Rice to the campus network
Google	Graduate students, faculty, and staff have access to Rice-only Google Apps like Docs, Calendar, Sites, and Groups
Esther	Campus administrative systems (access with your employee/student ID and pin)



## How do I manage my email?

<http://it.rice.edu/email/>

The university will use your rice.edu email address for official communications. Due to the sensitive university data you might handle as a graduate student, your email is managed through an internal campus mail system (<http://ricemail.rice.edu>). Your NetID and Rice Google password provide access to your Rice Google Apps for Education (GAE), including university calendars and Google Drive. Google Mail (Gmail) is not part of the GAE for Rice faculty, staff, and graduate students because Google stores messages on external servers, not deemed secure for research and other confidential Rice data. If your role as a graduate student does not require handling sensitive university data and you decide to forward your Ricemail to a non-secure external account, instructions can be found in docs.rice.edu (<https://docs.rice.edu/confluence/x/3QI3AQ>).



## How do I get computing help?

<http://helpdesk.rice.edu/>

The Help Desk is the central point of contact for OIT technical support.

Welcome to  
Rice from the  
Office of  
Information  
Technology  
(OIT)!

### Help Desk

Web: <http://helpdesk.rice.edu/>  
 Email: [helpdesk@rice.edu](mailto:helpdesk@rice.edu)  
 Phone: 713.348.HELP (4357)

### Hours

Monday - Friday  
 9:00 am - 5:00 pm  
 (except holidays)



## *What research computing resources are available?*

<http://crc.rice.edu/>

The OIT Center for Research Computing (CRC) provides shared facilities and services to support researchers across Rice and is the primary contact for all research-related service inquiries. Operating best-in class on-premise shared facilities, the CRC can also facilitate access to regional, national, and commercial cloud facilities. The CRC provides user services and training as well as application and proposal consulting.



## *Where can I store my data and ensure it is backed up?*

<http://it.rice.edu/storageoptions/>

A variety of storage options are available for your data and OIT can offer guidance in selecting the system that meets your needs. Security is one of the most important considerations when comparing storage and collaboration solutions. While Rice storage systems are appropriate for all classifications of data, Rice-contracted cloud-based storage solutions (i.e. Box) are not acceptable locations for confidential university data. If you store your data on Rice storage or Box, your data is automatically backed up. If you store your data on a Rice-owned PC or Mac, we recommend Crashplan (annual fee) to back up your local data files.



## *How do I protect our systems and information?*

<http://it.rice.edu/security/>

OIT can advise you on how to protect your systems and sensitive information as well as inform you on how to comply with policies and guidelines.



## *What technologies are available to instructors?*

<http://tlst.rice.edu/>

Rice's new learning management system is called Canvas. Instructional systems or "podiums" are available in 96 classrooms and six computer teaching labs across campus and enable instructors to teach using a variety of digital teaching tools. Training sessions on Canvas and podiums are held in the fall.



## *How do I connect to the campus network?*

<http://it.rice.edu/network/>

Rice's wired network is the most reliable way to connect to the internet on campus. To access it, use an ethernet cable to plug into the network port in your office. For wireless connections, use either Rice Owls, (encrypted and open only to the Rice community) or Rice Visitor (unencrypted and open to the public). If you are working from off campus, VPN gives you a secure connection to the campus network.



## *Where can I learn more?*

<http://it.rice.edu/>

OIT web sites contain much more information to get you started with new services. But always feel free to consult the OIT Help Desk for more information and advice.



## Rice Administrative Offices

### Cashier's Office

Location: Allen Center, Room 110 (#2 on Campus Map)  
Hours: Monday - Friday, 8:30 am - 4:00 pm  
Phone: 713-348-4946  
Email: [cashier@rice.edu](mailto:cashier@rice.edu)  
Website: [http://students.rice.edu/students/Rice\\_University\\_Cashiers\\_Office.asp](http://students.rice.edu/students/Rice_University_Cashiers_Office.asp)

### Center for Career Development

Location: Huff House (#39 on Campus Map)  
Hours: Monday - Friday, 8:30 a.m. - 5:00 p.m.  
Phone: 713-348-4055  
Email: [ccd@rice.edu](mailto:ccd@rice.edu)  
Website: <http://ccd.rice.edu>

### Center for Oral, Written, and Visual Communication

Location: Fondren Library, 2<sup>nd</sup> Floor Mezzanine (#27 on Campus Map)  
Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.  
Phone: 713-348-4932  
Email: [cwovc@rice.edu](mailto:cwovc@rice.edu)  
Website: <http://cwovc.rice.edu>

### Center for Teaching Excellence

Location: Herring Hall, Room 129 (#34 on Campus Map)  
Hours: Monday - Friday, 8:30 a.m. - 5:00 p.m.  
Phone: 713-348-2929  
Email: [cte@rice.edu](mailto:cte@rice.edu)  
Website: <http://cte.rice.edu>

### Disability Support Services

Location: Allen Center, Room 111 (#2 on Campus Map)  
Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.  
Phone: 713-348-5841  
Email: [adarice@rice.edu](mailto:adarice@rice.edu)  
Website: <http://dss.rice.edu>

### Graduate and Postdoctoral Studies

Location: Allen Center, Room 323 (#2 on Campus Map)  
Hours: Monday - Friday, 8:00 a.m. - noon, 1:00-4:00 p.m.  
Phone: 713-348-4002  
Email: [graduate@rice.edu](mailto:graduate@rice.edu)  
Website: <http://graduate.rice.edu>

### International Students and Scholars

Location: Lovett Hall, Entrance A, 2<sup>nd</sup> floor (#48 on Campus Map)  
Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.  
Phone: 713-348-6095  
Email: [oiss@rice.edu](mailto:oiss@rice.edu)  
Website: <http://oiss.rice.edu>

### Parking

Location: Central Campus Garage, (#53 on Campus Map)  
Hours: Monday - Friday, 7:00 a.m. - 5:00 p.m.  
Phone: 713-348-PARK (7275)  
Email: [parking@rice.edu](mailto:parking@rice.edu)  
Website: <http://parking.rice.edu>

### Payroll

Location: Memorial Hermann Medical Plaza, Suite 2650 (Outside Entrance 3 on Campus Map)  
Hours: Monday - Friday, 10:00 a.m. - 4:00 p.m.  
Phone: 713-348-3410  
Email: [payroll@rice.edu](mailto:payroll@rice.edu)  
Website: <http://www.professor.rice.edu/professor/Payroll3.asp>

### Police Department (RUPD)

Location: Entrance #8 (#66 on Campus Map)  
Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.  
24-hr EMERGENCY line: 713-348-6000 or 6000 on campus  
Website: <http://rupd.rice.edu>

### Recreation Center (Gymnasium)

Location: Gibbs Recreation Center (#28 on Campus Map)  
Phone: 713-348-4058  
Email: [ricerec@rice.edu](mailto:ricerec@rice.edu)  
Website: <http://recreation.rice.edu>

### Registrar's Office

Location: Allen Center, Room 116 (#2 on Campus Map)  
Hours: Monday - Friday, 8:30 a.m. - 4:00 p.m.  
Phone: 713-348-4999  
Email: [registrar@rice.edu](mailto:registrar@rice.edu)  
Website: <http://registrar.rice.edu>

### Student Financial Services

Location: Allen Center, Room 250 (#2 on Campus Map)  
Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.  
Phone: 713-348-4958  
Email: [fina@rice.edu](mailto: fina@rice.edu)  
Website: <http://financialaid.rice.edu>

### Student Health Services

Location: Student Health Center (#67 on Campus Map)  
Hours: Monday - Friday, 8:00 a.m.-5:00 p.m.  
For appointments, call: 713-348-4966  
Website: <http://health.rice.edu>

### Wellbeing and Counseling Center

Location: Gibbs Wellness Center (#28 on Campus Map)  
Hours: Monday - Friday, 9:00 a.m. - 5:00 p.m. (Walk-ins welcome)  
Phone: 713-348-3311 (24 hours)  
Email: [wellbeing@rice.edu](mailto:wellbeing@rice.edu)  
Website: <http://wellbeing.rice.edu>



# RICE UNIVERSITY STUDENT CENTER

building. campus. life.

## KEY:

- 1 Miner Lounge
- 2 Meyer Conference Room
- 3 Academic Advising & Study Abroad
- 4 Copy Center
- 5 Rice Coffeehouse
- 6 University Bookstore
- 7 RechargeU
- 8 Farnsworth Pavilion
- 9 Women's Resource Center
- 10 4.Taco / The Hoot
- 11 Rice Bikes
- 12 Holland Private Dining Room
- 13 Food Court
- 14 Sammy's
- 15 Grand Hall
- 16 Student Success Initiatives
- 17 Multicultural Affairs
- 18 U Court
- 19 Memorial Chapel
- 20 Groom's Room
- 21 Prayer Space
- 22 Campanile Tower
- 23 SA/GSA Office
- 24 Vending Machines
- 25 Willy's Pub / Ambassador Cafe
- 26 Clubs Office (QRC and Club Resource Spaces)
- 27 Captain Graduate Student Lounge
- 28 Center for Civic Leadership
- 29 Second Floor Conference Room
- 30 Honor Council
- 31 Student Center Administration
- 32 Rice Thresher
- 33 Campanile
- 34 KTRU Rice Radio
- 35 Student Media
- 36 RTV5
- 37 Student Media Multipurpose



## BUILDING MAP

6100 Main Street, MS-530 • Houston, Texas 77005  
[studentcenter.rice.edu](http://studentcenter.rice.edu) • 713-348-4096

# RICE UNIVERSITY CAMPUS MAP



- MAP KEY**
- Entrance Gates
  - Visitor's Entrances
  - Bus Stops
  - One-way Road

- PARKING KEY**
- Faculty/Staff Parking
  - Resident Student Parking
  - Commuter Parking
  - Visitor Parking
  - Accessible Parking

- PARKING LOTS:**
- APB** Alice Pratt Brown Hall Lot
  - B** Baker College-Housing & Dining Lot
  - BG** Biology-Geology Lot
  - BRC** BioScience Research Collaborative Garage
  - C** Campanile Lot
  - CG** Central Campus Garage
  - FE** Facilities, Engineering and Planning Lot
  - G** Greenbriar Lot
  - GA** Greenbriar Annex
  - K** Keck Lot
  - L** Lovett Lot
  - L6** Lot Six
  - M** Moody Lot
  - N** North Lot
  - NA** North Annex Lot

- NC** North Colleges Residents Lot
- SC** South Colleges Residents Lot
- SS** South Stadium Lot
- W** West Lot

**PARKING RATES:**  
 West of Entrance 18: \$1 each 15 minutes, \$12 daily maximum  
 East of Entrance 18 and BioScience Research Collaborative Garage: \$1 each 10 minutes, \$12 daily maximum  
 Greenbriar Lot: \$2 per entry, per day

- PAYMENT METHODS:**  
 BioScience Research Collaborative Garage and Central Campus Garage: cash or credit card  
 Greenbriar Lot, Founder's Court, North and West Lots Visitor Section: credit card
- BUILDINGS**
- Abercrombie Engineering Laboratory ..... 1
  - Allen Business Center ..... 2
  - President's Office*
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