New Graduate Student Orientation
Tuesday, September 4, 2007
9:00 – 11:45 A.M.

Memorial Union Ballroom

9:00 – 9:30	Registration	
9:30 – 9:35	Introduction	Associate Dean Harold Bibb
9:35 – 9:40	Welcome	Provost M. Beverly Swan
9:40 – 9:50	The Graduate Experience	Vice Provost Lynn Pasquerella
9:50 – 9:55	The Graduate Student Association	Ms. Laura Gostin, Vice President Graduate Student Association
9:55 – 10:00	The Graduate Assistants' Union	Ms. Jocelyne Dolce, President Mr. Michael Bailey, Staff Representative
10:00 – 10:15	Frequently Asked Questions	Keith Killingbeck Associate Dean Graduate School
10:15 – 10:20	Disability Services	Pamela Rohland, Asst. Director Disability Services
10:20 – 10:25	The University Library	Amanda Izenstark, Asst. Professor Reference and Instructional Design Librarian
10:25 – 10:30	Career Services	Carolyn Thomas, Asst. Director Career Services
10:30 – 10:45	Residency for tuition purposes, Scholarships, Fellowships, Assistantships	Associate Dean Harold Bibb
10:45 – 11:00	Break – Refreshments	
11:00 – 11:50	Graduate Fair*	
12:00 Noon	Graduate Student Association Barbecue	On the Quadrangle

*A number of the offices that provide student services to graduate students are represented at the tables around the room. Please visit the tables to learn more about the services and opportunities that are available.

Who Does What In The Graduate School

NAME	TITLE	FOCUS	PHONE/EMAIL
Beverly Ladd	Sr. Word Processor	Receptionist MA/MS Non-Thesis Degree Audits Change of Grade Forms Leave of Absence Forms/Letters Withdrawal Forms Re-enrollment Forms	4-2262/bladd@mail.uri.edu
Megan Verry	Sr. Word Processor	Graduate Admissions	4-2873/mverry@uri.edu
Leslie Scott	Sr. Word Processor	Assistantships MA/MS Thesis Degree Audits Programs of Study Proposals Thesis Defense Setups Comps	4-2263/lscott@mail.uri.edu
Judith Minta	Sr. Word Processor	Theses/Dissertation Formatting	4-2177/Judith_minta@mail.uri.edu
Ruth Gormly	Executive Assistant	Deans' Assistant Clerical Supervisor PHD/Prof Deg Audits Dissertation Defense Setups Graduate Council Event Planning	4-2176/rgormly@mail.uri.edu
Dr. Padma Venkatraman	Coordinator of Graduate Diversity Affairs	Minority recruitment efforts in STEM disciplines Funding and retention practices to serve underrepresented minority students	Contact through Beverly Ladd
Eric Benevides	Systems Support Technician	Technical support for on-line Graduate Application Ecampus Graduate Admission Module Webmaster for Graduate School web page	4-4260/ebenny@uri.edu

URI-ID

The next important step is to acquire your new URI-ID card. Normally, all student ID's are given out in the Access Office just outside the Memorial Union Ballroom. However, because of the new e-Campus system, the Access Office has set up shop in the Atriums also located in the Memorial Union. Please stop at the Information Desk outside the Ballroom for directions to the Atriums.

NOTE: If you already have an older URI-ID card from previous years, you MUST acquire a new card. The old cards will not work with the new e-Campus system.

Your URI-ID card will display your system-assigned URI-ID number. This 9-digit number takes the place of using social security numbers for identification purposes. Your social security number will, however still be kept on file for positive identification purposes when necessary.

How to Subscribe to Gradschool Listserv

Send an e-mail message (with no subject) to LISTSERV@PETE.URI.EDU with the following command in the body of the message:

SUBSCRIBE GRADSCHL *username*

ex.: subscribe gradschl John Smith

New Graduate Student Orientation

Residency Issues

- ### *Residence Requirements for Purposes of Voting and Taxation*

  The State of Rhode Island and the town in which you live routinely set these requirements. Details of these requirements may be obtained from the Town or City Clerk, and the Rhode Island Division of Taxation.

- ### *Residency for Tuition Purposes*

  Residency for tuition purposes is determined on the basis of guidelines developed and adopted by the Rhode Island Board of Governors for Higher Education, and these guidelines are different from those used to determine residency for purposes of voting and taxation.

  Essentially, these regulations stipulate that if you have come to Rhode Island from another state to attend the University, you are considered an out-of–state student for the duration of your studies. While it is possible to have an out-of-state classification changed, changes in residency for tuition purposes are rare, and require strong evidence that permanent residency has been established.

Types of Support

Assistantships

Assistantships are awarded with the expectation that some service will be provided by the recipient.

Eligibility – Student must be in enrolled in a degree program, be in good standing and be a full-time student (for these purposes, enrolled in six or more credits).

Expectations – A student on a full – time assistantship is expected to spend **no more than 20 hours per week** on duties associated with the assistantship. For Teaching Assistants, **no more than 10 contact hours of classroom work may be expected.**

Value – Full tuition, a stipend at negotiated levels related to the student's educational background, and negotiated fees.

Scholarships

Scholarships are available from a variety of sources, and often the best source of advice on these will be your major professor, Graduate Program Director, or Department Chair. The Worldwide Web also can be useful in the search for support of this type. The value, deadlines and eligibility requirements for different scholarships varies substantially.

URI Graduate School Tuition Scholarships

Eligibility	Graduate students in good standing who will be full-time students during the period of the award, and **who are nominated by their department**
Deadline	The call for nominations goes out in February, with a deadline for nominations in early March
Number available	Variable, depending on budget
Criteria for selection	Financial need, academic promise, contribution to heterogeneity of student body
Value	Full tuition
Exclusions	Students holding assistantships or fellowships

Fellowships

The same sources should be consulted for information as were recommended for scholarships. The Graduate School and the Research Office regularly distributes information regarding specific fellowships to appropriate departments as this information is received. Value, eligibility and deadlines vary.

URI Foundation and Graduate School Minority Fellowships

Eligibility	Graduate students in good standing who are U.S. citizens and members of an ethnic minority group that is currently under-represented in the advanced levels of U.S. higher education. Students must be full-time and nominated by their department.
Deadline	The call for nominations goes out in February, with a deadline for nominations in early March
Number available	Three
Criteria for selection	Achievement and promise
Value	Tuition, fees and stipend based on academic level
Exclusions	Students holding assistantships or other fellowships or scholarships are not eligible

URI Graduate Fellowships

Eligibility	Graduate students in good standing who are candidates for the Ph.D. degree. Candidates must be nominated by their department and be full-time during the period of the award.
Deadline	The call for nominations goes out in February, with a deadline for nominations in early March
Number available	Variable depending on budget
Criteria for selection	Achievement and promise
Value	Tuition, fees and stipend based on academic level
Exclusions	Students holding assistantships or other fellowships are not eligible

Frequently Asked Questions

1. How do I register for classes and what do I need in order to register?

> Registration takes place on **e-Campus** at www.uri.edu. The schedule of courses is available on-line at the same site. In order to register, you will need a **user-I.D.** and **password for People Soft**. Instructions for signing up can be found on the website by clicking "Log onto e-Campus" and then "New Users Register Here."

2. Where do I get my new student I.D.?

> I.D.s are issued in the **Access Office** of the Memorial Union. The system-assigned I.D. number on your card replaces your social security number for identification purposes.

3. If I received an admissions' letter indicating that my admission was contingent upon submitting further materials such as transcripts and test scores, may I still register?

> **Yes, at least for the first semester.** A service indicator has been placed on your record, however, which will prevent you from registering for subsequent semesters until the requested materials have been submitted.

4. What if my address and other contact information changes? Who do I notify?

> Changes in names, e-mail and postal addresses, as well as phone numbers **should be up-dated on e-Campus** under SA Self Service and Personal Portfolio. **This is important!** The Graduate School needs to be able to contact you on a regular basis.

5. If I took graduate courses as a non-matriculated student (not as part of a degree-program) or at another institution, can they count toward my degree?

> Graduate students may **transfer up to one-fifth** of their total degree requirements (e.g. 6 credits for a 30 credit program).

> **Advanced standing credits** may be used for **two-fifths** of the total degree requirements (e.g. 12 URI credits as a non-degree candidate toward a 30 degree credit program).

> The **combination** of transfer and advanced standing credits **may not exceed two-fifths** of the total degree requirements.

6. When does someone get placed on academic probation and what happens next?

Academic probation occurs when a graduate student's Grade Point Average falls **below a 3.0.** You will be placed on provisional status, asked to meet with your advisor, and given a time-table for bringing your average up to good standing. If you are unable to do so, the Graduate Director of your program will be asked to make a recommendation to the Graduate School about continuation or dismissal.

7. What are the minimum grades I need to get credit for a graduate course?

There is no credit given for grades below a **B- at the 400-level** and for grades below a **C at the 500 and 600-levels**.

8. If I re-take a course and get a higher grade, can the lower grade be removed from my transcript?

No. Both grades will be calculated as a part of your G.P.A.

9. How long do I have to make up an Incomplete?

Graduate students have **one year** to make up an Incomplete. Extensions may be granted by the department. However, there is a three year limit to grade changes on transcripts.

10. Once I am in a program, do I need to enroll every semester?

Yes. Students must be enrolled until they graduate. If all requirements for the degree have been completed and the student only needs to take comprehensive exams in a non-thesis program, is finishing an incomplete, or finishing final copies of the thesis or dissertation, the student should sign up for **continuous registration** (CRG).

11. What happens if there is a crisis and I need to take off a semester?

You must **apply for a leave of absence**. Students who fail to do so will be considered permanently withdrawn and will need to apply for re-enrollment if they wish to return. Re-enrollment will require the payment of back CRG fees.

12. How long may I stay out on a leave?

There is a **four-semester limit** on leaves. Leaves may be requested for up to one year at a time, either prior to or early in the semester.

13. What if I need to withdraw?

Simply **complete a withdrawal form.** No special permission is needed. If there is a registration lapse of greater than one semester, you are considered voluntarily withdrawn.

14. What does it mean to be enrolled full-time?

Nine credits per semester (6 credits for graduate assistants). This is required of **international students,** who must be enrolled full-time until their final semester. At that point, they must request permission for part-time registration. It is also required of all **students being supported by graduate or research assistantships.** After satisfying qualifying exam requirements, **Ph.D. students** must be enrolled full-time for two consecutive semesters to meet residency requirements.

15. How can I learn about important deadlines?

Read *The Graduate Student Manual* at www.uri.edu. and subscribe to the **Graduate School listserv.** Keep in contact with your Graduate Studies' Director, advisor, major professor and other students. A **Deadline Calendar** is on the Graduate School web site.

16. What if I fail my comprehensive exams?

With the permission of the examining committee, students who fail may re-take their exams ten weeks, but no more than one year, after their first exam. There is only one re-take permitted.

17. What if I have a complaint about a grade or exam results?

Speak to the professor or chair of the committee. If there is an unresolved issue, go to the department chair or Graduate Studies' Director. Further inquiries may be brought to the associate deans of the Graduate School and finally to the ombudsperson. **The process for filing academic appeals is outlined in** *The Graduate Student Manual.*

e-Campus
your electronic
access to university information and assistance

e-Campus provides access to personal, academic, and financial information through the internet. *e-Campus*, through the PeopleSoft software, is a web-based, menu driven system.

All students must register to use *e-Campus* and must select a user ID and password to log onto the system. Within *e-Campus*, a personal, secure account is maintained for you, which allows you to access the features of *e-Campus* that you need.

USER-ID AND PASSWORD

If you have not done so already, you must sign up for your user-ID and password. To sign up for your user-ID, go to the e-Campus website at http://www.uri.edu/ecampus and click on **First Time Users Register Here**. The remainder of the process is self-explanatory.

Once you have your user-ID and password, you will be able to sign on to e-Campus. To sign on, go to the e-Campus website at http://www.uri.edu/ecampus click on **Students**, and then on **Log on to Student Administration**. This will take you to the e-Campus sign-on page. Enter your userID and password.

URI-ID

The next important step is to acquire your new URI-ID card. All student ID's are given out in the Access Office just outside the Memorial Union Ballroom.

NOTE: Your URI-ID card will display your system-assigned URI-ID number. This 9-digit number takes the place of using social security numbers for identification purposes. Your social security number will, however still be kept on file for positive identification purposes when necessary.

Information Available via e-Campus

Self Service Student Center:

Self Service Student Center

James's Student Center

Academics

Enrollment
My Class Schedule
Add a Class
Drop a Class

Academic History
Grades
Degree Progress

other academic... ☑ ⟫

📋 Deadlines 🔗 URL

Fall 2007 Schedule

Class	Schedule
BPS 504-0001 LEC (3833)	M 10:00AM - 11:50AM Biological Sci Center 105A
BPS 504-R02 REC (3769)	Th 12:00PM - 12:50PM Morrill Hall 215
BPS 521-0001 LEC (6869)	Tu 8:00AM - 9:50AM Fogarty Hall 214
BPS 533-0001 LEC (7243)	M 1:00PM - 3:45PM Morrill Hall 215
PHC 517-0001 SEM (6917)	W 1:00PM - 1:50PM Fogarty Hall 120
PHP 503-0001 LEC (6962)	MW 12:00PM - 12:50PM Ranger Hall 103
PHP 513-0001 LEC (6963)	Th 8:00AM - 9:45AM Fogarty Hall 214
PHP 515-0001 LEC (3859)	Tu 12:00PM - 12:50PM Fogarty Hall 214
PHP 515-L01 LAB (3860)	Tu 1:00PM - 3:50PM Fogarty Hall 107
PHP 518-0001 LEC (6964)	TuTh 10:00AM - 11:15AM Fogarty Hall 214

weekly schedule ▷

SEARCH FOR CLASSES

Holds
No Holds

To Do List
Exit Interview
details ▷

Enrollment Dates
Open Enrollment Dates

Advisor
Program Advisor
None Assigned

**Term Finances**
Your Term Bill
Make a Payment

The most common tasks in e-Campus can now be accessed from the new Self Service Student Center locate on your personal e-Campus homepage, explore all of the options. For your convenience, we have provided navigation to the more important options below.

We ask that you **PLEASE** keep your Campus Personal Information up-to-date should we need to contact you.

EMAIL ADDRESSES ESPECIALLY: The Graduate School plans to utilize email addresses regularly. We recently used your email address contained in the e-Campus system to send out notices about orientation. Although about 10% of the notices were returned with undeliverable addresses, the success rate was of great importance to us. Please go into e-Campus as soon as possible and make sure your email address is correct. Don't miss out on important notices and information.
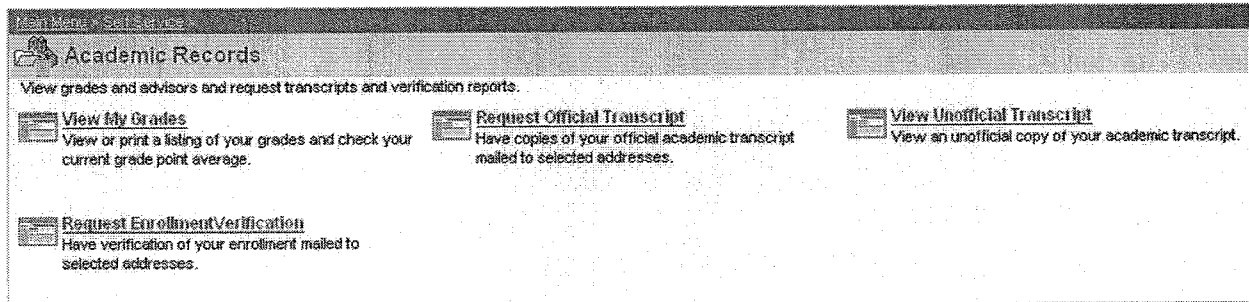
Enrollment:

Navigation: Main Menu > Self Service > Enrollment
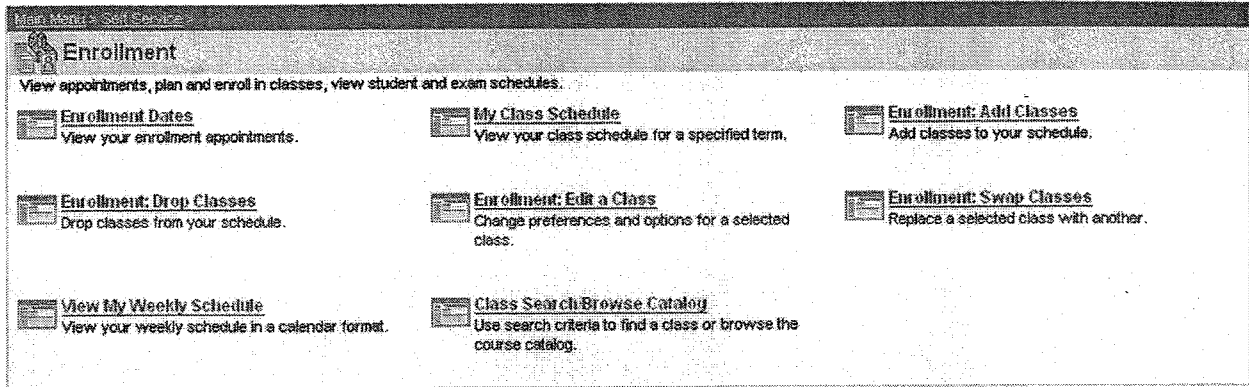
This page is used for registering for classes, viewing the catalog and/or class schedule, etc.

Academic Records:

Navigation: Main Menu > Self Service > Academic Records

This page is used for viewing your grades/transcript, requesting official transcripts, etc.

The best way to learn about the system is to use it. Explore your options and become familiar with the valuable information that is available to you from your own computer.

Holds and To Dos:

Self Service Student Center

James's Student Center

Academics

Enrollment
My Class Schedule
Add a Class
Drop a Class

Academic History
Grades
Degree Progress

other academic...

Deadlines   URL

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weekly schedule ▶

SEARCH FOR CLASSES

Holds
No Holds

To Do List
Exit Interview

details ▷

Enrollment Dates
Open Enrollment Dates

Advisor
Program Advisor
None Assigned

Term Finances
Your Term Bill
Make a Payment

You will notice the section on Holds and To Dos in your Self Service Student Center. The Holds will display any Service Indicators (formally called sanctions) that could interrupt your student status. For example, if you were conditionally admitted based on the receipt of official test scores, or perhaps official transcripts showing the award of your bachelor's degree, then a Service Indicator was placed on your record. That Hold will prevent you from registering for classes for the spring semester. Clicking on Holds will display the reason for the Hold and give you information on who to contact.

Each admitted student has been assigned a checklist of admission items. If there is anything missing from your admission packet, those items will be displayed in the To Do page. Also, we will be creating checklist for graduation requirements. When you approach graduation time and have been nominated for graduation, this checklist will be assigned to your file and you will be able to click on To Dos and see what requirements are still needed for graduation. We hope to have that in place before the end of this calendar year.

For help, the e-Campus help desk phone number is 874-HELP (4357), or email at helpdesk@uri.edu.

PURPOSE - Programs of study for all Master's degree candidates are **due by the end of the first semester of graduate study** (completion of nine credits for part time students). This requirement is to ensure that, at an early stage, the student and her/his major professor have developed a co-ordinated and balanced program of course work designed to meet both the student's individual needs and the requirements of the program and the Graduate School. The program of study should include all post-baccalaureate work taken at the University of Rhode Island, as well as courses taken or to be taken at other institutions to satisfy the degree requirements. Program requirements are discussed in Section 9.10 of the Graduate Student Manual (GSM 9.10). Regulations governing work taken in non-matriculating status are given in GSM 3.30, transfer credit in GSM 7.20, and credit by examination in GSM 7.30.

The PROGRAM CREDIT section should include a listing in numerical order of the courses taken or to be taken to satisfy degree requirements, beginning with the courses in the major department and followed by program courses in related fields. *A star should follow the course number for all courses specifically required by the program. For work already completed, the final grade should be noted. All courses taken for program credit should be at the 400 level or above. At least half of the total course credits required in a Master's program must be at the 500 and 600 level. Upon the recommendation of the major professor and with the approval of the Dean of the Graduate School, a maximum of 12 credits of work taken in non-matriculating status may be used to satisfy program requirements. Transfer credit (six maximum) must also fit within the overall maximum of 12 credits mentioned above. Courses which are being used as replacements for core requirements should be listed in the transfer section, with the required course that is being replaced listed in parentheses.*

For "Special Problems" or "Directed Study" or any other open ended course, the sub-title should be listed and a brief abstract of the content of the study should be attached. These problems should be separate from, and independent of, the thesis research. The number of credits of graduate student seminar should be kept to a minimum. In thesis programs, the thesis research should be listed as (Dept) 599 and six-nine credits should be entered.

When credit is desired for work taken elsewhere, the course(s) should be listed in the Transfer Credit section. An official transcript (sent directly from the other institution) should be on file in the Graduate School Office. A catalog description of the course and an explanation of the school's numbering system should also be submitted. These courses must satisfy the requirements for transfer credit stated in Section 7.20 of the Graduate Student Manual. If the courses are to be taken after the student has enrolled at URI, approval must be secured in writing from the Dean of the Graduate School prior to registering for the course(s). After the course(s) has been completed, an official transcript should be requested and sent directly to the Graduate School.

The NO PROGRAM CREDIT section should include courses taken to satisfy entrance deficiencies, course prerequisites and tool or language requirements, as well as courses not essential to the Program of Study, and Thesis Research beyond the six credits allowed for program credit. The student must be sure to include all courses taken or to be taken at URI for no program credit. Courses at the 400 level or above **must be designated for no program credit before they are taken if failing grades are not to be included in the calculation of the overall grade point average.**

At least four copies, with at least one bearing original signatures, of the Program of Study must be submitted for approval. The program should be signed by the student, approved by the Major Professor (or entire program committee when required by the Department), and endorsed by the Director of Graduate Studies or Department Chairperson prior to submission to the Graduate School Office. Approved copies will be returned to the student, major professor and department, via the department secretary.

3/96/sph
msposinstr

MASTER'S DEGREE PROGRAM OF STUDY

STUDENT'S NAME_____   SOC.SEC.NUMBER_____

DEPT/PROGRAM_____   DEGREE _____ (Thesis)(NonThesis)
(circle appropriate)

I hereby certify that all course work taken at the University of Rhode Island is included below and that grades are indicated for all courses completed.

_____   _____
Student's Signature   Date

PROGRAM CREDIT COURSES CONSTITUTING THIS STUDENT'S MASTER'S PROGRAM

Course Dept/No	Title	Credits & Grade	Course Dept/No	Title	Credits & Grade
			599	Thesis:	
				Transfer Credit:	
				Total Credits:	

PROGRAM CREDIT TO BE TRANSFERRED FROM OTHER INSTITUTIONS

Official transcript and certification that coures are graduate level courses acceptable for program credit at the other institution must be provided before approval is final.

Course Dept/No	Title	School	Grade (Qtr/Sem)	Credit	Date Compl.	Equiv Course

COURSES TO BE TAKEN AS NON-PROGRAM CREDIT

Course Dept/No		Credits & Grade	Course Dept/No		Credits & Grade

ADVISER/MAJOR PROFESSOR_____   DATE_____

DEPARTMENT CHAIRPERSON_____   DATE_____

DEAN, GRADUATE SCHOOL_____   DATE_____

NAME_____   DEPT/PROGRAM_____

DEGREE_____   SS#_____
          (Master's, Ph.D.)

ADD:			REMOVE:		
Course Dept/No	Title	Credits & Grade	Course Dept/No	Title	Credits & Grade
		PROGRAM CREDIT COURSES			
	Total Credits Added:			Total Credits Removed:	
				New Program Total:	
		NON PROGRAM CREDIT			

For open-ended courses, use Sub-Title and attach an abstract of the course.

If a course is to be taken at another institution, please indicate where
(_____) and attach a description of the course(s) and
the course numbering system at that institution. After the course(s) has been
completed, an official transcript should be requested.

REASONS FOR REQUESTED CHANGE(S):_____

_____

_____

SIGNATURES:

_____   _____
Student   Date

_____   _____
Major Professor   Date

_____   _____
Ph.D. Committee   Date

_____   _____
                                         Date

_____   _____
Department Chairperson   Date

_____   _____
Dean, Graduate School   Date   progchng
                                                           11/91/

PURPOSE - Programs of study for all Ph.D. degree candidates are due by the **end of the first semester of graduate study** (completion of nine credits for part-time students). Students who have earned a master's degree in the same or a closely related field must submit six (6) copies of a final program approved by <u>all</u> members of the doctoral committee. Students who have been admitted directly from a bachelor's degree or who have earned a master's in a different field may submit four (4) copies of a tentative program of study signed by the adviser/major professor. After these students have passed the Ph.D. qualifying examination, they must submit six (6) copies of a final program. This requirement is to ensure that, at an early stage, the student and the major professor (and the Ph.D. committee) have developed a coordinated and balanced program of course work designed to meet both the student's individual needs and the requirements of the program and the Graduate School. The program of study should include all post-baccalaureate work taken at the University of Rhode Island, as well as courses taken or to be taken at other institutions to satisfy the degree requirements. Program requirements are discussed in Section 9.20 of the Graduate Student Manual (GSM 9.20). Regulations governing work taken in non-degree status are given in GSM 3.32, transfer credit in GSM 7.20 and credit by examination in GSM 7.30.

The PROGRAM CREDIT section should include a listing in numerical order of the courses taken or to be taken to satisfy degree requirements, beginning with the courses in the major department and followed by program courses in related fields. A star should follow the course number for all specific core requirements. For work already completed, the final grade should be noted. For "Special Problems" or "Directed Study" or any other open-ended course, the subtitle should be listed and a brief abstract of the content of the study should be attached. These problems should be separate from and independent of the thesis research. The number of credits of graduate student seminar should be kept to a minimum. Thesis research should be listed as <u>(Dept)</u> 699 and a minimum of 18 credits should be entered. All work beyond the master's degree must be at the 500 and 600 level. Students continuing directly from a bachelor's degree may include up to 15 credits of courses at the 400 level. Additional courses at the 400 level or below may be required to remedy deficiencies. These should be listed as such in the section for no program credit. Upon the recommendation of the major professor and program committee and with the approval of the Graduate Dean, Ph.D. candidates with a master's degree in the same or closely related field may receive up to 30 credits of transfer credit for a master's degree earned at an accredited institution. A maximum of 12 credits of coursework taken at URI prior to matriculation as a Ph.D. degree candidate but not included in a previous degree may be included in the request. When credit is desired for work taken elsewhere, the course(s) should be listed in the <u>Transfer Credit</u> section. An <u>official</u> transcript (sent directly from the other institution) should be on file in the Graduate School Office. These courses must satisfy the requirements for transfer credit stated in Section 7.20 of the Graduate Student Manual. If the courses are to be taken after the student has enrolled at URI, approval must be secured in writing from the Dean of the Graduate School prior to registering for the course(s). After the course(s) has been completed, an official transcript should be requested and sent directly to the Graduate School. Courses taken

elsewhere for which the waiver of a core requirement (but not transfer credit) is being recommended, should also be listed in the transfer section with the required course that is being replaced noted in parentheses.

The NO PROGRAM CREDIT section should include courses taken to satisfy entrance deficiencies, course prerequisites, and research tool or language requirements, as well as courses not essential to the Program of Study. The student must be sure to include all courses taken or to be taken at URI for no program credit. **Courses must be designated for no program credit before they are taken if failing grades are not to be included in the calculation of the overall grade point average.**

At least _four_ copies of the tentative and _six_ copies of the final program of study must be submitted for approval. The program should be signed by the student, approved by the Major Professor (entire program committee for final program) and endorsed by the Director of Graduate Studies or Department Chairperson prior to submission to the Graduate School office. Approved copies will be returned to the student, major professor, program committee and department via the department secretary.

3/96/sph
phdposinst

DOCTORAL DEGREE PROGRAM OF STUDY

STUDENT'S NAME_____   SOC SEC NUMBER_____

DEPT/PROGRAM_____   DEGREE_____

I hereby certify that all course work taken at the University of Rhode Island is
included below and that grades are indicated for all courses completed.

_____   _____
Student's signature   Date

PROGRAM CREDIT COURSES CONSTITUTING THIS STUDENT'S DOCTORAL PROGRAM

Course Dept/No	Title	Credits & Grade	Course Dept/No	Title	Credits &Grade
			699	Dissertation	
				Masters Degree	
				Transfer Credit	
				Total Credits	

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Master's Degree: From:_____   Date Awarded:_____

PROGRAM CREDIT TO BE TRANSFERRED FROM OTHER INSTITUTIONS

Official transcript and certification that courses are graduate level courses acceptable for
program credit at the other institution must be provided before approval is final.

Course Dept/No	Title	School	Credit Grade	Date (qtr/sem)	Date Compl	Equiv Credit

COURSES TO BE TAKEN AS NON-PROGRAM CREDIT

Course Dept/No	Title	Credits & Grade	Course Dept/No	Title	Credits & Grade

MAJOR PROFESSOR_____

SECOND MEMBER_____   _____
                                                    DEPARTMENT CHAIRPERSON

THIRD MEMBER_____   _____
                                                    DEAN OF THE GRADUATE SCHOOL

FOURTH MEMBER_____   DATE_____

3/01/sph phdpos

UNIVERSITY OF RHODE ISLAND

Graduate School

Statement on Thesis/Dissertation Proposals

Revised 8/2000

I. Introduction

A thesis proposal states a problem to be investigated and describes how the research will be performed and reported. Approval signifies that it meets the standards of the University of Rhode Island for the degree desired. Therefore, the preparation and writing of the thesis proposal are of utmost importance. Although the student is expected to seek guidance in the choice of topic and the method of solving the problem involved, responsibility for the proposal lies with the student who will, as far as possible, work independently and demonstrate the ability to plan and outline an acceptable research project. Adherence to the guidelines given below should assure the student that all information necessary for the satisfactory evaluation of the plans for master's or doctoral research will be included in the proposal.

II. Format

Thesis proposals are to be typed double-spaced and submitted with a cover sheet (attached). Sufficient copies of the proposal must be provided to permit distribution to the Graduate School, Institutional Review Board or Institutional Animal Care and Use Committee if required (see Sec. III), department, major professor, thesis or doctoral committee, and the student. While no length is stipulated for proposals, it is expected that the student will present the required information as concisely and clearly as possible and that, under ordinary circumstances, proposals will not exceed five or six pages. The ability to describe concisely a research problem and methodology is one of the skills that the thesis process is designed to develop.

III. Submission

Thesis proposals should be submitted before substantial research has been completed. Typically, it should be submitted before or during the first semester in which the student registers for research credits. In all cases, however, in order to be eligible to graduate in a particular semester, the proposal must be submitted by the deadlines specified in the Graduate School's Annual Calendar.

All copies of the thesis proposal must be signed by the members of the student's thesis or doctoral committee, who thereby approve the proposal for forwarding by the student's major professor via the department chairperson and/or program director to the Vice Provost for Graduate Studies, Research and Outreach. The Vice Provost is charged with responsibility for review and approval or rejection of all proposals. Proposals that do not meet the standard of the Graduate School will be returned to the student for revision and resubmission. Approved proposals are returned to the department for distribution, with one copy retained in the student's file at the Graduate School

Research Involving Human Subjects, including the use of questionnaires to collect data, must also be approved by the University's Institutional Review Board (IRB) as meeting University and Federal guidelines. In such cases, the box provided on the *Thesis/Dissertation Proposal Approval Sheet* should be checked. An *IRB Policies, Procedure and Forms* packet is available in hard copy at the **Research Office, 70 Lower College Road** on the Compliance Office web site at: http://www.uri.edu/research/tro/irbmain.htm. A condensed version of IRB policies and procedures is found in Appendix D of the *Graduate Student Manual.* The principal investigator and/or department chairperson shall make a preliminary determination of how the research involved will be reviewed (Exempt, Expedited, or Full Board Review.)

After all committee and departmental signatures have been obtained, one (1) copy of the complete thesis or dissertation proposal with the signed approval sheet attached should be submitted to the Director of Compliance at the Research Office along with the appropriate number of copies of the proposal abstract (see IRB packet for details.) The proposal abstract should contain the following information:

- Completed IRB Proposal Abstract Cover Sheet from IRB packet
- Summary of Research Project including:

    Subjects to be involved (describe fully, including how they will be recruited)

    Nature of the subjects' participation;

- A statement concerning the diversity of the subjects or a reason for exemptions (see IRB packet for details);
- A signed Assurance Form from IRB packet
- Informed Consent (include all elements contained in sample Informed Consent Form in IRB packet).

Informed consent (include all elements contained in sample Informed Consent Form in IRB packet).

Copies of any research tool to be utilezed.

The IRB meets on the third (3rd) Thursday of each month. Materials must be submitted to the Director of Compliance at the Research Office two (2) weeks in advance of the desired review date.

Following the IRB review the student will receive an *Action Report* stating the status of the research proposal, either "Approval Pending" or "Approved." **"Approval Pending"** requires submission of additional information before approval is granted. The additional information is reviewed by the IRB Chairperson and, if satisfactory, an Approved *Action Report* is issued. **"Approved"** indicates that the student may proceed with the research project. Approved projects are assigned a monitoring date on the *Action Report* (see Monitoring section of IRB packet). All investigators will receive a monitoring form in advance of that date. It must be completed and returned to the Research Office ten days before the designated date.

When the student receives the *Action Report* stating that the IRB has approved the research proposal, the **student may pick up the** *Thesis/Dissertation Proposal Approval Sheet,* **at the Research Office.** It is the student's responsibility to submit the approved *Thesis/Dissertation Proposal Approval Sheet* (one with original signatures and four copies) attached to five (5) copies of the approved research proposal to the Graduate School for the Vice-Provost's signature. The original copy, with the approval sheet signed by the Director of Compliance and the Vice-Provost, will be placed on file at the Graduate School. The other four copies will be returned to student's department for distribution.

Research Involving Vertebrate Animals must be reviewed and approved by the Institutional Animal Care and Use Committee (IACUC). A letter of explanation and Protocol Review Abstract Form with the required format (hard copy and/or disk) is available at the Research Office, 70 Lower College Road or on the web at: http://www.uri.edu/research/tro/irbmain.htm. A condensed version of IACUC policies and procedures is found in Appendix E of the Graduate Student Manual. The student's research proposal must be submitted to the Director of Compliance at the Research Office for the IACUC review. In addition, the Public Health Service and the U. S. Department of Agriculture require an annual report of the status of each continuing project funded by the agency with respect to animal use protocols and the use of live animals in research and teaching. These reports must be submitted to the Director of Compliance for review by the IACUC.

The student's major professor and/or department chairperson is responsible for submitting the necessary materials under these procedures when the principal investigator is a student.

The committee's review process will include:
- Consideration of the animal models to be used (number and kind)

- Rationale for use of animals in the project
- Husbandry and health care of the animals
- Research protocols (especially animal experimental procedures)
- Pain relief during experimentation
- Special animal needs
- Potential biohazards. Prior approval from the Biohazard Committee is required before submission to IACUC.

The project director and the instructor have the responsibility to be knowledgeable about federal, state, local and University regulations governing the use of animals. A copy of these regulations is available at the Research Office Library

The IACUC meets on the fourth (4th) Monday of each month to review all protocols submitted. Materials must be submitted to the Director of Compliance at the Research Office two (2) weeks in advance of the desired review date. All incomplete proposals will be returned to the principal investigator, instructor, or major professor with recommendations regarding compliance with Federal and University policies and procedures. The materials submitted must include:

- One (1) copy of the approved thesis or dissertation proposal
- Twelve (12) copies of the *Protocol Review Abstract Form*

Following IACUC review the student will receive an *Action Report* stating the status of the research proposal, either "Approval Pending" or "Approved." **"Approval Pending"** requires submission of additional information before approval is granted. The additional information is reviewed by the Chairperson of IACUC and, if satisfactory, an Approved *Action Report* is issued. **"Approved"** indicates that the student may proceed with the research.

When the student receives the *Action Report* stating that the IRB has approved the research proposal, the **student may pick up** the *Thesis/Dissertation Proposal Approval Sheet*, at the Research Office. It is the student's responsibility to submit the approved *Thesis/Dissertation Proposal Approval Sheet* (one with original

signatures and four copies) attached to five (5) copies of the approved research proposal to the Graduate School for the Dean's signature. The original copy, with the approval sheet signed by the Director of Compliance and the Dean, will be placed on file at the Graduate School. The other four copies will be returned to student's department for distribution.

Questions concerning submission of research proposals should be directed to the Research Office (401) 874-4328.

IV. Contents

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

A. Title of the Study

This is the title as the student conceives it at the time the proposal is submitted. It should be no more than 100 characters in length. As the research develops, various rephrasings of the title may prove better suited to the work. In such cases, the most satisfactory one will be used for the thesis, the final formal report of the investigation. Please note that at that time a title abstract of 40 characters or less must be submitted.

B. Statement of the Problem

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

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

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

C. Justification for and Significance of the Study

This section of the proposal includes:

- A brief statement of the reasons for the selection of the problem;

- The relation of the principal literature to the proposal;
- An explanation of the study's importance to the advancement of knowledge and its significance to the student.

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

D. Methodology or Procedures

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

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

E. Resources Required

The last part of the thesis proposal is a statement of the resources needed for the successful completion of the study and an indication of their accessibility to the student proposing to use them. Books, letters, manuscripts, raw data, technical reports, laboratory equipment, and existing and proposed measuring devices, as well as other facilities, are all possible aids to and resources for research and should be included as they pertain to the solution of the problem under investigation.

F. Literature Cited in the Proposal

The most persistent difficulty with thesis proposals is lack of evidence that a search of the literature took place in framing the problem to be studied. The absence of evidence that the scholarly literature in the field has been consulted might be due to one or more of the following reasons:

1. That it was omitted because the student was not aware that it was required;

2. That the student was unfamiliar with the library as a resource in developing the research proposal.

3. That, having searched the literature of the field, the student found that the problem was unique, and therefore, could not be documented. If so, it is important to note where the literature stops and the proposed research starts, itself an intriguing scholarly problem.

4. That the thesis problem has been provided "ready-made" as a spin-off from a larger study, so that no literature search appeared to be needed. One might question the wisdom of thus isolating the student from the scholarly literature, however valid and important the research topic.

G. Revised Proposals

If, as the research proceeds, a significant change in subject or methodology becomes necessary, a revised proposal should be submitted. Sometimes an abbreviated format can be used for such changes. The student or major professor should contact the Graduate School for assistance in such cases.

THESIS/DISSERTATION PROPOSAL APPROVAL SHEET

Attach one copy of this sheet to each copy of the proposal submitted. Submit one copy for the Graduate School Office, one to be returned to the student, one for each committee member, and as many additional copies as are required by the Department.

Name of Candidate: (PRINT): _____

                                 Last   First   Middle

Degree Sought: _____

Department: _____

Title of Proposed Thesis: _____

_____

APPROVED BY THE FOLLOWING FACULTY MEMBERS

1. _____

    Major Professor Signature   (Please Print Name Here)   Department   Date

2. _____

    Committee Member Signature   (Please Print Name Here)   Department   Date

3. _____

    Committee Member Signature   (Please Print Name Here)   Department   Date

4. _____

    Committee Member Signature   (Please Print Name Here)   Department   Date

5. _____

    Acknowledged by Dept. Chairperson   Department   Date

Does the proposed research involve human subjects (including the use of questionnaires for data collection) or live vertebrate animals? Check appropriate boxes and sign below. If "yes" see section III of the Statement on Thesis/Dissertation Proposals for further instructions. ☐ NO ☐ YES (if YES, complete the rest of this section.)

    ☐ Human Subjects   ☐ Animals
       IRB Approval #_____   IACUC Approval # _____

6. _____

    Signature of Student   Date   Phone Number

APPROVED FOR UNIVERSITY INSTITUTIONAL REVIEW BOARD/INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE BY:

7. _____

    Signature   Date

8. _____

    Dean, the Graduate School   Date

Distribution: Graduate School, Department, Major Professor, Committee, Student Institutional Review Board/Institutional Animal Care and Use Committee.

dg/11-04 propform

8.27.10 Cheating and Plagiarism. Students are expected to be honest in all academic work. Cheating is the claiming of credit for work not done independently without giving credit for aid received, or any unauthorized communication during examinations.

8.27.11 A student's name on any written exercise (theme, report, notebook, paper, examination) shall be regarded as assurance that the work is the result of the student's own thought and study, stated in the student's own words and produced without assistance, except as quotation marks, references and footnotes acknowledge the use of other sources of assistance. Occasionally, students may be authorized to work jointly, but such effort must be indicated as joint on the work submitted. Submitting the same paper for more than one course is considered a breach of academic integrity unless prior approval is given by the instructors.

8.27.12 In preparing papers or themes, a student often needs or is required to employ sources of information or opinion. All such sources used in preparing to write or in writing a paper shall be listed in the bibliography. It is not necessary to give footnote reference for specific facts which are common knowledge and have obtained general agreement. However, facts, observations and opinions which are new discoveries or are debatable shall be identified with correct footnote references even when restated in the student's own words. Material taken word for word from the written or oral statement of another person must be enclosed in quotation marks or otherwise clearly distinguished from the body of the text and the source cited. Paraphrasing or summarizing the contents of another's work usually is acceptable if the source is clearly identified but does not constitute independent work and may be rejected by the instructor.

8.27.13 Notebooks, homework and reports of investigations or experiments shall meet the same standards as all other written work. If any work is done jointly or if any part of an experiment or analysis is made by someone other than the writer, acknowledgment of this fact shall be made in the report submitted. Obviously, it is dishonest to falsify or invent data.

8.27.14 Written work presented as personal creation is assumed to involve no assistance other than incidental criticism from others. A student shall not knowingly employ story material, wording or dialogue taken from published work, motion pictures, radio, television, lectures or similar sources.

8.27.15 In writing examinations, the student shall respond entirely on the basis of the student's own capacity without any assistance except that authorized by the instructor.

8.27.16 Instructors shall have the responsibility of insuring that students prepare assignments with academic integrity. Instructors shall do all that is feasible to prevent plagiarism in term papers or other written work.

8.27.17 Instructors shall have the explicit duty to take action in known cases of cheating or plagiarism. The instructor shall have the right to fail a student on the assignment on which the instructor has determined that a student has cheated or plagiarized. The circumstances of this failure shall be reported to the student's academic dean. The student may appeal the matter to the instructor's dean, and the decision by the dean shall be expeditious and final. The Vice Provost for Urban Programs shall be considered the instructor's dean only in cases of courses offered exclusively through the Alan Shawn Feinstein College of Continuing Education (e.g. courses with the code BGS).

8.27.18 If the violation warrants more severe censure, the instructor may recommend additional action to the instructor's dean. Upon this recommendation the dean may authorize the instructor to fail the student in the course. The student or instructor may appeal the dean's decision to the Provost and Vice President for Academic Affairs whose decision on the appeal shall be final.

8.27.19 Either the instructor, the instructor's dean or the student's dean may request judicial action (see 9.21.10-31) on an allegation against a student for cheating or plagiarism. Any of the judicial sanctions listed in sections 9.22.10-18 may be imposed after a finding of guilty. If the request comes from an instructor it shall be accompanied by a statement of position from the instructor's dean (see 9.20.10 and 9.21.10).

8.27.20 Any record of scholastic integrity infractions where actions have been taken (i.e., assignment of an "F" on an assignment and notification of the student's dean, dean's authorization to assign an "F" for the course, referral to the University Board on Student Conduct) will be forwarded to the Office of Student Life. A cumulative file will be maintained in that office. The Dean of Students shall notify the student's dean of subsequent infractions.
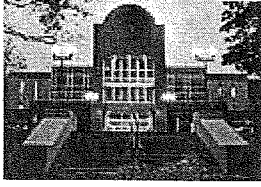
GRADUATE STUDENT MANUAL
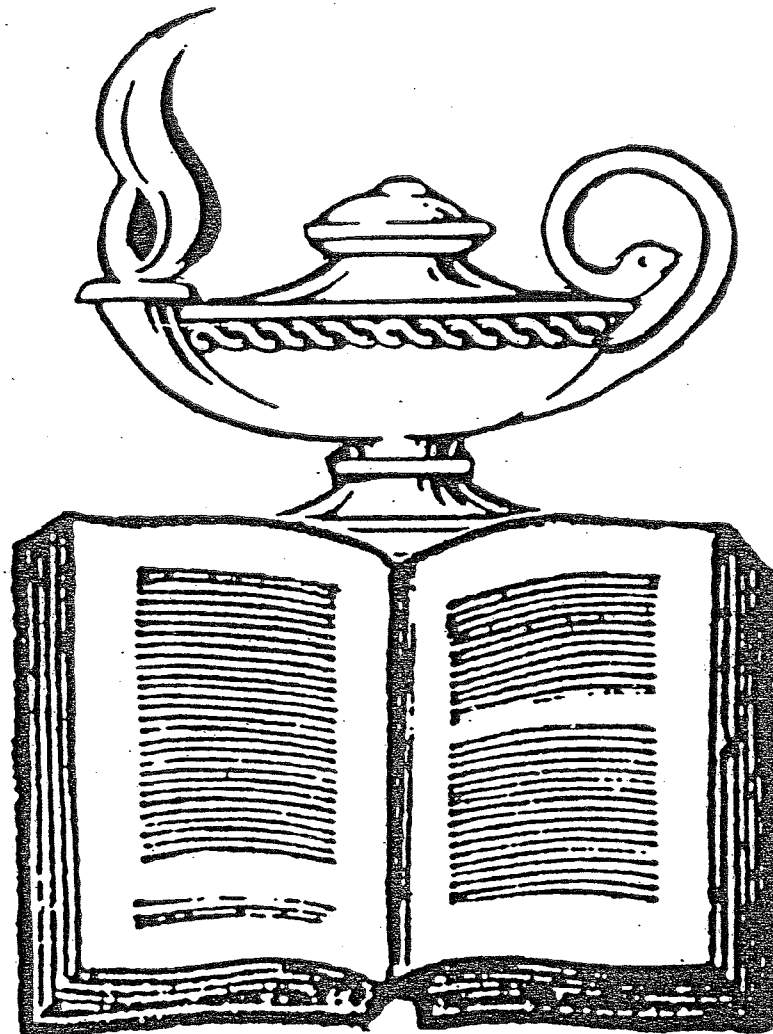
The Graduate School
The University of Rhode Island

Quinn Hall, Kingston, RI 02881-0809
(401) 874-2262

University
of Rhode
Island

HELIN Catalog

E-Journals

Reference Databases

Internet Resources

User Guides

Library Skills Tutorial

Special Collections

| Libraries Home | Hours | Site Index | Contact Information |

University Libraries

Quick Links
For Graduate Students

Getting Started

▷ **Can anyone show me around the library?**

- Kingston Library Self Guided Tour

▷ **How do I get a library card?**

- Understanding Your Library Barcode

Using the University Library

▷ **What are the Library's hours?**

- Hours
- 24-Hour Study Room

▷ **Where's the catalog?**

- HELIN Library Catalog

▷ **How long can I keep a book out? Can I renew it?**

- Circulation — Loan periods
- Circulation — Renewals

▷ **How can I get a book someone else has borrowed?**

- Circulation — Recalls

▷ **What if the book I need is at another HELIN library?**

- HELIN Loan
- InRhode - Links to Brown University Catalog

▷ **Will the Library buy a book I need?**

- Subject Selectors
- Collection Management — Online Book Suggestion Forms

▷ **What periodical indexes are available online? How do I use them?**

- Reference Databases
- User Guides — Database Guides

▷ **Can I get into these databases from home / off-campus?**

- Remote Access to Library Online Resources

▷ **How do I know if the Library subscribes to the journal I need?**

- HELIN Library Catalog — Searching for Periodicals

Last updated: 6/05/07

- HELIN Library Catalog

▶ **Can I get journal articles online?**

- E-Journals
- HELIN Library Catalog — Searching for Periodicals

▶ **Can I reserve a room in the Library to work in?**

- Individual Research / Study Carrels

▶ **Can I use my laptop computer in the Library?**

- Internet Access for Laptop Computers

▶ **Is there someone I can talk to for help?**

- Reference Desk
- IM URILibrarian
- Subject Selectors / Specialists

Beyond the University Library

▶ **How can I get material that's not in the HELIN catalog?**

- Interlibrary Loan
- Interlibrary Loan — Forms
- InRhode Catalog

Teaching Assistants

▶ **Does the Library offer any services for instructors? What should I do if I think my students will need help in the Library?**

- Instruction Services — Information Literacy at the University Libraries
- Subject Selectors / Specialists
- Instruction Services — Creating Effective Library Assignments
- Library Skills Tutorial

▶ **How do I go about putting readings on Reserve for my class?**

- Reserves
- E-Reserves

UNIVERSITY OF
Rhode Island

Library Services for Graduate Students
at the URI Kingston Campus
for the 2007/08 School Year

Note: This hand out is only a brief overview of our services; much more information can be found on the Library Home Page at http://www.uri.edu/library/.

Circulation 874-2672

These functions are handled from the Circulation Desk on the main floor of the Library. Most of these functions require your ID to be activated at the Circulation Desk and involve the Bar Code at the bottom of your ID rather than your Student ID number.

Checking books out

Books have a 28 day checkout period. If you are taking classes at the 599 level and above, you may petition for a 4 month checkout period. You are responsible for books checked out on your ID until they are returned. Fines are $.50 per day. If a book is lost or damaged, further fees may be charged. Failure to pay fees may result in Sanctioning, which will prevent you from registering for classes, gaining transcripts, or performing a variety of other University functions.

HELIN Loan

The University Libraries are part of the HELIN Consortium. The HELIN Catalog (the Library's electronic catalog) shows the holdings of all the libraries in the consortium. By using the "Request" button in the catalog, you can request that a book (not a journal or magazine) be sent to the Kingston library for you to use. You may return the book at any of the libraries as well. This process generally takes 2-3 business days. You may also go to any HELIN library and make use of most of their resources as if you were a student there (you will not be able to access their electronic resources from off campus, however).

Book Searches

If you cannot find a book or volume of a journal on the shelf, please check with the Circulation Desk. We can often find the item, although it may take a few days.

Recalls

Books that are checked out can be recalled by submitting a "Request" through the catalog. A book that is checked out for 28 days will be due at the end of its period and cannot be renewed. A book checked out for 4 months will be due in 2 weeks and an email will be sent to the borrower. The fines for keeping a recalled book past its due date are $1 per day.

Interlibray Loan (ILL) 874-4613

Most of the ILL functions can be done from the library web page; if you have problems, call or visit the ILL office at the back of the Reference Room on the main floor of the Library. You can request any resources you would like -- in rare cases, we are unable to fill a request for material (e.g. many institutions will not loan theses), but we will always try our best to locate the material for you. You will receive an email at the address you give us when you activate your ID. Articles are generally delivered electronically via the ARIEL system (look for this word in the email's subject line) and take 2-3 weeks. Physical items (e.g. books, DVDs, theses) can be picked up at the Circulation Desk and take 3-4 weeks. Note that ILL materials sometimes have different loan periods from material owned by URI, so be mindful of when they need to be returned.

Reserves 874-5855

The Reserve Desk is located at the back of the main floor of the Library. Your professors may choose to put material on reserve for you to use. This may include class notes, supplementary readings, textbooks, and other material, but we will only have what the professor has chosen to give us. You need to check the catalog for item identification information before coming to the reference desk (on the main catalog page, it's on the right hand side; you can search by course number or the professor's name). This section of the catalog will also link you to material the professor has made available electronically through the Library. Reserve items are generally checked out for 2 hours, although some items have a longer period.

This is just the tip of the iceberg for Library services that can make your time at URI much more productive and pleasant! If you have questions, please call one of the contact numbers for the units listed above or come into the Library and ask – we are here to help you!

Media Resource Center 874-4266

Located on the 2nd floor of the Library, the Media Resource Center handles the Library's collection of videos and DVDs. These can be viewed in the Library or, if they are not on reserve for a class, checked out overnight (during the week) or until Monday (Friday-Sunday).

UNIVERSITY OF
Rhode Island

Welcome to Career Services, URI's centralized career planning department for URI students. Our staff is committed to helping you achieve your career goals. Whether your current focus is on gaining experience through internships and part-time jobs, or finding a permanent job for a specific industry or in academe, Career Services can assist you to reach your professional goals. Our professional career counselors attended grad school—we know what it is like!

By connecting with Career Services early to learn what is offered, you maximize your options and opportunities.

SERVICES AVAILABLE TO GRADUATE STUDENTS

Career Counseling and Assessment. To schedule your confidential, private career counseling appointment and/or assessment, call 401.874.2311 and follow the Student Menu. Or make an appointment at 228 Roosevelt Hall.

Career Help on a Walk in Basis. Walk-in Career Advising: 15 minute limit, no appointment service when classes are in session. For current walk-in times and exceptions visit http://career.uri.edu.
Providence & other URI Campus students welcome to all services at Kingston and vice versa. For Career Counseling at Providence call 277-5015.

More Resources for Graduate Students:

Online Resources at http://career.uri.edu

- 24/7 online career, job & internship postings: log on to *RhodyNet* at http://career.uri.edu
- On-campus interviews for full-time and some internships through *RhodyNet*
- Job and Internship Fairs. Updates and details available at *RhodyNet.*
- Links and Diversity Resources: local, regional and national career/job sites. Specialty sites.

More In-person resources
- Workshops on Resume Writing, Interviewing, Job Search Workshops and more. See career website for times and locations.
- Mock Interviews. Assistance with CV's for academic positions, resumes and other employment correspondence.
- Career Resource Center. Occupational information, directories, books on resume and CV writing, international resources. 223 Roosevelt Hall. Open 9-4 M-F.
- Jobs outside of academe. Career Services maintains active recruiting relationships with local, regional and national employers, including academic institutions.

- Networking Assistance. **Most opportunities are gained through successful use of personal and professional networks.**

WHY EMPLOYERS RECRUIT STUDENTS WITH ADVANCED DEGREES:
Advanced degree candidates:
- Have valuable work experience than candidates with only bachelors degrees;
- Are more mature than candidates with only bachelors degrees;
- Possess more specific knowledge and skills than candidates with only bachelors degrees;
- Take less time to train than candidates with only bachelors degrees.

HOW EMPLOYERS RECRUIT STUDENTS WITH ADVANCED DEGREES:
Most effective: Networking on campus with faculty and students, and use of college Career Services.
Source: *Journal,* National Association of Colleges & Employers

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RhodyNet – Oceans of Possibilities

RhodyNet is URI's new web-based recruitment system which launched Summer of 2007 (*replaces Beacon/MonsterTRAK*). Through *RhodyNet* you can search for and apply for opportunities using your online resume, participate in on-campus interviews, research companies recruiting at URI. Search for employers who may be conducting campus interviews, participating in networking events, or attending job fairs. Find an alumni career mentor. You can even set up job search agents so you will be notified immediately of relevant openings.

HOW TO LOG ON TO YOUR FREE *RhodyNet* ACCOUNT:
First time users of *RhodyNet*
- Navigate to http://career.uri.edu.
- Click on the top of the oval ***RhodyNet*** button ("Students").
- Click on "**Click here to register.**" (*found under the login boxes*)
- Complete all required fields (marked with an asterisk *)
- Create and remember a unique username and password for future ***RhodyNet*** access.
- **Important:** In the first section, "Personal Information," enter your 9 digit student ID# in the field **STUDENT ID#** (located at the end of the section "Personal Information")
- Need help with *RhodyNet?* Call Steve Gagnon at Career Services, 874-5137.

ADDITIONAL HELPFUL WEBSITES FOR GRADUATE STUDENTS
Visit the Links section of the Career Services website at http://career.uri.edu/links.shtml

Higher Ed. Jobs http://www.higheredjobs.com/. Faculty and staff positions at colleges and Universities.
Chronicle of Higher Education. www.chronicle.com. News, information and job postings. Hard copy at Career Services.
National Association of Graduate-Professional Students http://www.nagps.org/. Includes job bank.
NASPA, Student Affairs Administrators in Higher Education. http://www.naspa.org Information and Jobs in Student Affairs
Academic 360 http://www.academic360.com/ A meta-collection of Internet resources for the academic job hunter.
Scholarly Studies Project. http://www.scholarly-societies.org/ Professional organizations on the internet

Add **your** department website here: (e.g., http://www.ele.uri.edu/)_____

President's Message
Jocelyne Dolce

On behalf of the Graduate Assistants United (GAU), congratulations on your acceptance to the Graduate School and the assistantship you have been offered.

The GAU is your organization – the organization that represents the interests of all graduate assistants (580 assistants) at the University of Rhode Island. Since voting for recognition in 2003, the GAU has been responsible for securing an employment contract with the Board of Governors for Higher Education that includes salary increases, tuition waivers, paid health insurance, a 20% discount in mandatory fees, and other important employment benefits. The Negotiation Committee, which is comprised of graduate assistants, is negotiating an extension of the current contract.

As a graduate assistant, you are automatically represented by the GAU. All graduate assistants are required to pay an agency fee, .81% of salary, for collective bargaining purposes, and this is automatically deducted from your paycheck.

Although you are automatically represented by the GAU, you are not automatically a member. Being a registered GAU member enables you to hold executive committee positions, vote on GAU issues, such as ratification the contract currently under negotiation, and makes you eligible to apply for GAU funded research and travel grants. **Membership to the GAU/AAUP requires that you sign a membership card. There is no additional fee for signing a card!**

Finally, participation in the association is very important. Attendance at meetings and events demonstrates the strength of our group. Please consider serving your academic department as a GAU steward. As steward, you will serve as a liaison between the GAU and assistants in your department. It's a great way to become involved with the GAU. Please contact the GAU with questions or if you're interested in becoming a steward, and visit the website regularly for upcoming events.

Up-coming Events

Sept 4th - Picnic on the Quad
Sept 14th - Booze Cruise
General Membership Meeting
October 17th - Oktoberfest

WORK YEAR/PAYROLL

Contained within the contract is that a GA is required to work approximately 20 hours per week beginning August 27, 2007 and extending for 38 weeks to Commencement on May 18, 2008. Within this work year, graduate assistants are allowed two weeks of unpaid leave to be taken at a time in agreement with his/her supervisor (usually semester break). Payroll will not be stopped during this period. Pay dates are set in advance and your salary will be distributed during those dates.

UNIVERSITY BILL

Full-time assistantships will cover the cost of instate or out-of-state tuition, 20% of Mandatory Fees, and single health insurance. It may take a month or two before your bill reflects your assistantship. It is extremely important that you pay the required 80% ($604 per semester) of your fees to avoid any late fees. Also included for full-time assistants is a $100 waiver of the Commuter Parking fee.

Part-time assistantships will cover the percentage of appointment of tuition and single health insurance. The assistantship does not cover any percent of the Mandatory Fees, nor does it cover the waiver of the parking fee.

PAY DAYS

2007-2008 Graduate Assistants Pay Days and number of weeks paid:

September	December	March
7th - 1 week	15th - 2 weeks	7th - 2 weeks
21st - 2 weeks	28th - 2 weeks	21st - 2 weeks
October	January	April
5th - 2 weeks	11th - 2 weeks	4th - 2 weeks
19th - 2 weeks	25th - 2 weeks	18th - 2 weeks
November	February	May
23rd - 2 weeks	8th - 2 weeks	2nd - 2 weeks
16th - 2 weeks	22nd - 2 weeks	16th - 1 week
30th - 2 weeks		

HEALTH INSURANCE

It is very important that you **do not waive the health insurance**, even if you are covered by another insurance policy. A link to the benefits summary of the insurance policy may be found at the GAU website or at the Health Services site. Call the GAU if you have any questions with this summary.

P 401 874 5148 • F 401 874 5147 • gau@etal.uri.edu • http://www.uri.edu/union/gau

Frequently Asked Questions of the GAU

What is the GAU?

The Graduate Assistants United is the union that represents almost 600 Graduate Research and Teaching Assistants at the University of Rhode Island. We are a Chapter of the URI/AAUP (American Association of University Professors) which is the union that represents the faculty at the University. The AAUP, founded in 1915, has been the leading organization primarily dedicated to protecting academic freedom for professors. The mission of the GAU is to improve the working conditions faced by graduate assistants through contract negotiations with the Board of Governors and the University, and to improve the quality of graduate education at URI.

How do I become a member of the GAU?

By signing the membership card, GA's are entitled to hold office for the GAU, vote for the extension of the GAU/BOG contract and in the election of officers, and receive benefits from the national association. The cost for membership is free. Your association due is .81% of your salary, about $6.00 per paycheck.

What does the GAU do for Graduate Assistants?

Contract Bargaining: Perhaps the most important thing that GAU does is bargain a contract with the Board of Governors. That contract governs the working conditions of graduate employees on this campus. Unlike casual conversations, complaints, or pleadings with employers on the part of employees, the outcome of collective bargaining is legally binding. Unionized employees are the only workers able to collectively bargain and through the efforts of the GAU, the University has increased stipends, waived commuter parking fees and provided student health insurance for Gradate Assistants.

Contract Enforcement: The officers of the GAU are charged with upholding the terms and conditions of the collective bargaining agreement. Violations of that agreement may result in the initiation of the grievance process.

Service: The GAU provides support to graduate assistants who have questions concerning their employment with the University and the negotiated benefits.

Are there other graduate employee unions in the US?

GAU is part of a larger union movement within higher education. Graduate student employees are also unionized at Univ. of Michigan, Univ. of Wisconsin, NYU, SUNY, the Univ. of California system, Univ. of Iowa, Univ. of Kansas, Univ. of Maryland (to name a few) and are currently fighting for recognition at Columbia, Univ. of Washington, Brown University and Tufts.

What can I do for the GAU?

- Become an active member of the GAU.
- Support the efforts of the Executive Committee and Negotiations Committee in securing an extension of the contract.
- Become a Steward for your department.
- Attend the events and functions of the GAU.
- Support the efforts of other grad assistant unions and the National Association.