Foreword

The Task Force is comprised of several officers from the Council of Graduate Chemists who are interested in improving graduate student life at the department level by identifying student issues and working with the faculty to tackle them head on. The mission of this task force is to hear and address graduate student concerns in order to strengthen the overall state of graduate student wellbeing. Our goal is to work with students and faculty to better the graduate student experience in the Chemistry Department at UT Austin.

This handbook was compiled by Task Force members to serve as a resource for incoming students to the department. Within this handbook is information about adjusting to life in Austin, general outlines of coursework, information about professional development opportunities, perspectives from students, professors, and staff, helpful tips for facing adversity, as well as lists of resources available to students of the University of Texas at Austin. It is our hope that this handbook will be useful and informative.

Welcome to UT!

The Council of Graduate Chemists (CGC) Task Force Members

Authors: Michelle Blemker, Kanchan Aggarwal, Chris Baryiames, Ryan Ciufo, Amanda Helms, Matthew Mlsna, Calla McCulley, Emily Raulerson, and Olja Simoska

Editors:

Betsy Hamblen
Jennifer Brodbelt, Ph.D.
Lauren Webb, Ph.D.
Table of Contents

Foreword - 2
Table of Contents - 3
First 30 Days Checklist - 5
Living in Austin, Part I - 6
Moving to Austin - 6
Living Issues, Changing Address, and Vehicle Inspection - 7
Texas Driver’s License and Voting - 8
Pets and Transportation – 9
Healthcare - 10
Money and Budgeting - 11
General Academic Information - 12
Department Information - 12
Joining a Group: Questions to Ask Your Potential PI - 12
Ph.D. Program Requirements - 15
Milestones -15
Qualifying Exams - 17
Divisional Differences, Dissertation Process, and External Responsibilities - 18
Funding and Insurance - 21
Professional Development – 26
Career Planning - 26
Conferences and Traveling – 27
What to do if Problems Arise - 28
Harassment and Misconduct - 29
Issues with Your Advisor - 30
Teaching Load and International Student Hardships - 31
Failing Successfully - 32

**Living in Austin, Part II - 33**

Fun Things to do in Austin and Surrounding Areas - 33

**List of Resources - 34**

People - 34
Health - 35
Financial - 37
Software/Websites - 37

Miscellaneous Campus Resources - 38
Austin Resources - 38
Organizations - 39
Career Resources - 39
Professional Development - 40
Lock & Key Services - 40
Email Lists - 40

Betsy Hamblen: Graduate Coordinator Extraordinaire - 41
**First 30 Days Checklist**

- Obtain UT ID Card at FAC
- Verify I-9 Employment Eligibility with Betsy
- Complete Paycheck Profile
- Set up Electronic Funds Transfer (EFT)
- Finish Employee Biographical Information
- Set up Two Factor Identification (Duo)
- Complete Emergency Contact Information
- Claim Tuition Waiver based off TA/GRA
- Register for Courses
- Pay Tuition and Confirm Attendance
- Complete Enrollment for Medical Insurance
- Self-report your Tax ID# (need SSN or ITIN)
- Acknowledge Ethics Statement Online
- Gain Lab and Building Access/Keys
- Set up Email Account and Use
- Restrict Directory Information
- Sign up for Campus Text/Email Alerts
- Explore Retirement Plan Options
- Purchase Parking Permit for Campus
- Register for Selective Service (18-25 males)
- Apply for Social Security Number (Intl. only)
Living in Austin, Part I

A. Moving to Austin

Moving to a new city can be difficult and intimidating. Below, we provide some advice for finding a place to live and getting yourself established in Austin.

a. Finding a place to live

Each neighborhood has its own personality. The majority of graduate students live in one of the following locations:

i. North Campus/Hyde Park

Quaint neighborhood with mostly working families. Typically very quiet. North campus (below 38th) is slowly becoming more populated with undergrads, so the noise is increasing a bit. Apartments closer to campus are more expensive and sacrifice quality, but biking/walking/bussing from HP/NC is easy and convenient. Area is mostly residential, so resources are a bit farther out.

ii. West Campus

This is where most undergrads live. Typically very noisy, although there are a few hidden gems. Has a number of food trucks, a small fresh grocery store, and a couple of bars/restaurants. Most apartments are set up for undergrads (shared rooms, etc.), but the 1/2brs are priced similarly to North Campus. Walking to campus typically takes ~10 min. Also a UT shuttle option.

iii. East Campus

Another quaint neighborhood east of I-35. Mostly working millennials. As you go north towards Mueller, the neighborhoods are more family oriented and quieter. Also easy access to campus by bus/bike. Good coffee shops, restaurants, and bars. Cheaper living options but it is starting to go up in price as new apartments are built. Great option for house living.

iv. Far West

This is a popular choice for international students. Access is either by bus/UT Shuttle/Car (~15-25 min drive depending on traffic). Unfortunately, the easiest access is with the UT shuttles, but they don’t run on Saturdays and service stops between semesters. The 19 also runs to far west, but is not as frequent as the shuttle (comes ~ every 60 min). The best bang for your buck apartment wise. Also very quiet. Easy access to Mopac/183. Having a car is recommended.

b. Perspective on moving to Austin as an International Student: “Austin is city with a varied International population due to excellent schools, job opportunities and diverse cultural prospect. The cost of living is not expensive as compared to other cities in US, which amazes the International students to a great extent. Moreover, Austin has everything to offer with a great combination of the good parts of small town and big city, which makes the move easier.”
B. Living Issues

Unfortunately, things don’t always go right with apartments (roaches, bad neighbors, bad landlord, etc.). If you ever need help with living issues there are a few good choices.

a. Austin Tenants Council (https://www.housing-rights.org/)

They do free consults on any matters relating to being a tenant. Typically they have you call the hotline and if they deem it necessary, will make an in person appointment.

b. UT Legal Services (http://deanofstudents.utexas.edu/lss/)

UT offers free legal services to students. Cover anything from housing issues to car accidents to wills. There are some restrictions on when they can and can’t advise you, but they’re typically incredibly helpful.

C. Changing Address vis USPS website

To legally change your address, go to https://moversguide.usps.com and fill in the required forms. You will need a valid email address and a working debit/credit card to pay the $1.05 fee. Your mail will automatically be forwarded from your old address to your new home for a short time and you will receive a coupon book you may or may not find useful.

D. Texas Vehicle Inspection

Registering your vehicle in Texas is surprisingly convoluted. First, you need to have had your vehicle inspected in Texas. Requires proof of vehicle insurance and ~$20. Most, if not all, dealerships will do this for you, but Groovy Automotive has several locations near campus and has a good reputation.

Go to the Travis County Tax Office to register your vehicle (NOT THE DMV). You can make an appointment online to save some time at https://public.traviscountytx.gov/naoa/. A simple checklist can be found below.
E. Getting a Texas Driver’s License

This similarly has its own process and pitfalls. It also needs to be done within 90 days of changing your legal address, but the author waited three years and never had trouble, so your mileage may vary. The below requirements assume that you have a valid, non-TX license you’re looking to exchange for a TX ID. Renewing a license or getting one for the first time will have different requirements. Go to the Department of Public Safety (DPS), not the DMV. Similarly to the Tax Office, you can make appointments online at https://www.dps.texas.gov/administration/driver_licensing_control/rolodex/getinlineonline.htm. Just make sure you pick the right DPS office.

Getting a new license requires more documents, especially because you need one document for each proof (see below) and can’t double-dip. For example: the author used their birth certificate, utility payments, passport, and social security card for their application. Remember that the proof of TX residency must show your street address!

![TX License Checklist](image)

F. Registering to Vote

Applications are available online at votetexas.gov, but there are lots of people who volunteer to register voters before elections on campus. Just remember that you must be registered to vote 30 days before the election, or you won’t be able to vote. For the easiest time at the polls, the author recommends having a Texas driver’s license. You can vote without one, but there’s extra paperwork, which can make your trip to the polls much longer.

G. Pet Resources

Austin is a super pet-friendly city if you feel like you can take care of a pet. There are numerous parks, restaurants, bars, etc. where you can bring your best friend along as long you check with the location beforehand.

a. Austin Pets Alive! (APA) is a popular shelter that often takes animals with medical or behavioral problems too difficult for other shelters to handle. They provide medical and behavioral assistance after adoption. APA frequently has adoption specials where you can adopt an animal for as little as $0 – shots and spay/neuter included.
b. Austin Animal Shelter is the other major adoption center in Austin, and generally has more animals at a time than APA. This can include more exotic pets, as well.

c. Emancipet is a nonprofit vet clinic that provides low-cost, basic medical treatment. The drawback is they operate without appointments on a first-come-first-served basis, so get in line early.

d. Petsmart has a good number of locations around town, and in addition to supplies, they also provide grooming and training.

e. Dog parks are popular for lots of Austinites, and there are lots of them. Some favorites include:
   i. Zilker Park—free access on the river near Auditorium Shores. Parking can be hard to get, but it’s one of the most popular places to take dogs due to its water access.

f. Yardbar—Dog park/bar for humans and furry friends alike. ~$7 for a day pass, but provides employees to watch dog interactions and break up problem behavior, leaving you free to grab a drink at the bar.

H. Getting Around Town
   a. All Capital Metro routes are available with your UT ID card
   b. Many options adjacent to campus
   c. 20 bus goes to and from the airport (*hours are limited*)
   d. 801 and 803 are rapid busses that travel North/South
   e. 7 bus has good downtown access
   f. 10 bus is another reliable North/South option
      i. If you notice a trend, it’s because the city generally offers more North/South transit than East/West. As the city continues to grow, the bus routes are changing to meet this need.
   g. UT shuttles typically go to the most populated student neighborhoods and depart regularly.
   h. Cabs and rideshares are available, including Uber and Lyft. A notable alternative rideshare is Ride Austin, which shares revenue with local nonprofits. The SURE Ride program allows students to take free rideshares from campus to their homes after dark. Your home has to be one of a few select neighborhoods, though, so check before you book.
   i. Rentable personal transportation is also accessible, with Zipcar and Car2Go offering larger vehicles, while Lime and Bird have electric scooters everywhere. There are also Jump bikes you can rent, if you prefer.
   j. Cycling
      i. Austin is fairly bike-friendly and is growing more so—the past several elections have seen road infrastructure ballot measures being passed. Speedway is easily bikeable, and Guadalupe has a bike lane separate from the main road. Many research groups allow bikes to be stored in their offices during the day to avoid theft, but check with your advisor or office manager.
      ii. Speaking of theft, there are many opportunistic thieves in the area. Be sure to lock your frame to something solid when you leave the bike, and lock your wheels to the
frame. Register your bike when you buy it to assist recovery. Placing two bike locks of different designs can deter thieves.

iii. If you need a bike, Clowndog bikes next to campus has excellent customer service, but is pricier than other options. Yellow Bike Project sells refurbished used bikes for good quality at decent price points. If you volunteer with them for enough hours, you can get a free bike and learn maintenance skills! The UT bike auction is an annual event in the fall where UT hold a silent auction to get rid of all the bikes they’ve impounded over the year. You may be able to get a great deal, there may only be rusty junk—your mileage may vary.

k. Austin light rail network has a single north/south route, which is great if you live near a stop. If you don’t, though, it’s easy to forget the rail exists.

l. Your own car but finding convenient on-campus parking can be tricky to find after 6:30 am…

I. **Healthcare**
   a. Blue Cross Blue Shield UT Select health insurance is provided by UT, unless you’re on fellowship. It covers basic needs as well as some specialist care (ex. Mental health/counseling), and you typically don’t need referrals for specialists. Vision and dental insurance are supplemental packages you pay extra for, so many students pay for one at a time and alternate which coverage they have annually.
   b. Through BCBS we also can receive yearly physicals at UHS for just a $10 copay. They typically take less than 1 hour, and you can do them during a lunch break. No excuses!
   c. On-campus health resources are primarily located in the Student Services building. Inside, you can find:
      i. Sports Medicine, including Physical Therapy
      ii. Urgent Care
      iii. Forty Acres Pharmacy (which has surprisingly cheap snacks!)
      iv. General Medicine
      v. Women’s Health
      vi. Nutritional Services
      vii. Mental Health/Counseling
      viii. In addition, University Health Insurance offers annual flu vaccines, can perform minor surgical procedures, is able to refer you to specialists in the city, and most importantly, accepts UT Select insurance! All this, with just a $10 copay, is a legitimately great deal.

J. **Money & Budgeting**
   a. **Banking Services:**
      Generally, your choices here are between local credit unions (UFCU, RBFCU) and national banks. You can get higher interest rates at a credit union, and some will pay you dividends for being a member, but at the cost of potentially paying extra fees if you use another bank’s ATM. Options available in Austin:
1. Wells Fargo  
2. Bank of America  
3. UFCU—bank on campus  
4. RBFCU  
5. Chase  

b. We’re students, and that means we all want FREE food. If you feel like hitting two birds with one stone, professional development events usually offer food. During the summer, the food courts will sometimes give away food they’ve already prepared right before closing—head over around 3 pm for deals. The Hooked app also offers rotating deals at the campus food courts and restaurants on the Guadalupe drag.  

c. Financial planning and saving:  
This may be the first “adult” job you’ve had, or you may be coming back to school from a different career. Either way, financial planning is crucial for long-term stability and peace of mind.  
i. Budgeting apps, like Mint, can help keep track of your expenses by category and keep you on budget.  
ii. Acorns is an app that rounds up any purchases you make with your debit/credit card to the nearest dollar, then puts that money into an investment account. A good way to passively save some income. Betterment is another investment app, but lacks the round-up from Acorns and is a little cheaper as a result—both apps take a small amount of money from your account every month (usually a dollar or two), but Betterment takes less.  
iii. Your bank may also offer financial advising or budgeting apps.  
iv. More traditional saving routes are also available. Investing in an Individual Retirement Arrangement (IRA) is a good way to keep your retirement savings from being taxed. Generally, you want to invest your money in the following order:  
  1. Living expenses (incl. Interest on debts)  
  2. Build a safety fund (~2-6 months living expenses)  
  3. Employer-matched accounts (sadly, UT does not match investments for us, so look for other options as well)  
  4. Pay down debts  
  5. Max out your annual contribution to an IRA/other retirement account  

d. Expand your investments:  
As always, the internet is full of tips. There’s lots of financial advice and savings forums out there, from informal settings like Reddit’s r/personalfinance board to more advanced philosophies, like the Bogleheads. Spend some time reading and see what makes sense for you—saving money in grad school is doable if you have a plan! There are also UT informal classes on finance and budgeting, if a classroom environment is more your vibe. A small investment can make a big difference in the long run: $1000 now, acquiring interest over 30 years (retire time?), adds up to an estimated $20,000. $5000 turns into $100,000. Use this website as an easy way to play with numbers and stay financially savvy:  
General Academic Information

A. UT Chemistry Department Information

Chemistry has been performed at UT Austin since 1883, and it was the first academic subject at UT Austin to have its own dedicated building. The Department of Chemistry is within the College of Natural Sciences alongside other departments ranging from Astronomy to Statistics. The graduate program in Chemistry is comprised of about 200 graduate students and offers programs leading to the Ph.D. degree in four major areas.

The Department of Chemistry has its main office located in NMS 3.316, while most research groups are located in Welch Hall (WEL), the Norman Hackerman Building (NHB), and the Larry Faulkner Nanoscience and Technology (FNT) building.

B. Joining a Group Question List

Here are some questions to ask potential advisers and graduate students in their research groups. Finding an advisor that you work well with is extremely important for succeeding in the program.

a. Lab Expectations:
   i. How many hours should I spend in the lab per week? What specific hours am I expected to be in lab?
   ii. What methodologies (if any) am I expected to learn before I join your group?
   iii. What methodologies will I learn while in your group?
   iv. What journals do you typically publish in?
   v. What conferences do you and your students attend? And how regularly does this occur? Who pays for the travel expenses and registration costs?
   vi. What is your policy on sick days? Vacation?
   vii. What format of data analysis is your most preferred - origin/excel/matlab/etc.?
   viii. Where should I save my data - group server, group folder, or my own flash drive?
   ix. Am I provided a lab notebook and if so, how should it be kept? Do you have any specific notebook requirements (formatting)?
   x. How are lab responsibilities divided among your students? (i.e. group jobs)
   xi. Do you require your students to subscribe to any journals?
   xii. Do you require your students to attend seminars on campus?
   xiii. Is your lab involved in safety culture protocols (i.e. safety minutes, weekly lab checks, etc.)?
   xiv. What specific safety training modules are required for your lab? - Cryogens, gases, etc.

b. PI Management Style:
   i. Are you taking new students? If so, how many are you looking to take? How big is your group currently?
   ii. Do new students report to other graduate students, postdocs (if present), or you directly?
   iii. Do you require weekly, monthly, semester reports? Are there examples available?
iv. If not, how often would you like updates on projects?
v. How do you like students to arrange time to meet with you? - individually or group/sub-group?
vi. What is the style of group meetings? - everyone updates each week, literature presentations, 40 min seminar-style?
vii. What is the PI’s management style?
viii. Is the PI hands-on/hands-off?
ix. How accessible is the PI? How responsive are you to emails? Texts? Phone calls?
x. How does the writing process for a new paper typically work? - how involved is the student?
xi. Have you ever co-advised a student? If so, how was that experience? Was it an interdisciplinary project?
"xii. Do graduate students mentor undergraduate students on the same project or do undergraduate students have their own project that the graduate student supervises?
xiii. How involved are you in the dissertation writing/defending process?
xiv. Are your students required to present at each conference they attend?
xv. Are students allowed to sit in during industry service calls?
xvi. How does your PI handle stress?
xvii. How does your PI handle negative results?
xviii. Does your PI ever yell at you?
c. Group Culture:
i. What makes someone a good fit for this group?
ii. Who’s working on what project and how much do people on different projects communicate (just during group meeting or every day)?
iii. What are the backgrounds of the other group members and the PI?
iv. Does the group have any bonding activities?
v. Is the culture of the lab congenial or competitive?
vi. How are conflicts in your lab resolved? Strictly between the two individuals in conflict or does the PI step in?
vii. Has any student ever left the group prior to graduation? If so, could you comment as to why?
d. Graduation Requirements:
i. What is the procedure for joining the group?
ii. Would you suggest I take any specific courses? Do you teach a course that you would recommend?
iii. How many publications are expected of me prior to graduation?
iv. Is there a suggested timeline for paper submissions over the course of a PhD?
v. What is the average time it takes your students to graduate?
vi. How many conferences am I expected to attend and/or present at prior to graduation?
vii. What does the qualifying exam process look like? How involved are you during this process?
viii. How do your students choose their dissertation committee members?
ix. Are there any unofficial requirements to graduate?
e. **External Opportunities:**
   i. Is scientific public outreach a priority for you and your students?
   ii. Is teaching a priority for you and your students?
   iii. Have you ever sent a student abroad to learn a technique from an expert?
   iv. Are you open to participating in inter-departmental collaborations? Should students seek out these types of collaborations?
   v. Do you have any current or past collaborations with other universities? If so, which universities? What was the nature of the projects?
   vi. Have you ever had an industrial collaboration? If so, with who?
   vii. Are internships allowed for students in your lab?
   viii. Where are your group alumni currently?

f. **Funding:**
   i. How does funding for your students normally work? - Is there a merit system that decides TA/GRA?
   ii. How does funding for your projects normally work?
   iii. How involved is a student in the grant proposal writing process?
   iv. Do you encourage students to apply for fellowships in their first few years? If so, which ones?

g. **Perspective on joining a research group as an International Student:** “Joining a group as an international student can be overwhelming: [the] PI’s expectations, different lab and safety practices, cutting-edge research world, and International collaborations. However, the diverse environment and support from the Department and the University makes it easier to adapt to these changes.”

C. **Chemistry Ph.D. Program Requirements**
   a. **Program Milestones:**
      - **First Semester**
        • Degree Requirement Planning with advisor
      - **Second Year**
        • Completion of exams (oral and written qualifier) for candidacy
      - **Third Year**
        • Completion of required paperwork and coursework for candidacy
      - **Third/Fourth Year**
        • Advancement into candidacy
      - **Fifth Year**
        • Approval by committee of dissertation defense and completion of final paperwork
        • Exit Survey
b. **Divisions**
The Chemistry Department Ph.D. program consists of four major divisions of chemistry: Inorganic, Analytical, Physical, and Organic. You are required to affiliate with one of these divisions, but your research and courses do not always have to align with your division. However, the student and advisor should agree on research and coursework prior to determining division. With science being increasingly collaborative, you may find that your own research project benefits from a joint appointment between two research groups from different divisions. Qualifying exams and other requirements differ by division.

c. **Course Registration/Employment Waivers/Tuition**
Our program requires a completion of six graded courses with a grade of B- or above, in addition to the professional development course (CH 398T). Most students take 2-3 courses in the earlier semesters to try and frontload their courses towards the beginning of the program. The advisor and student will i) decide which courses are most appropriate and ii) sign and return the “Program-of-Work Form” to Betsy after the courses have been completed (Betsy will send this out with the qualifying exam packet). Betsy will also send out emails each semester for course registration and tuition confirmation information and reminders.

The “Registration Information Sheet” lists registration access date and time periods for every student (this tells you when you can login and actually register for a course). The course schedules for each semester are usually accessible during the prior semester through the Registrar’s website. Viewing the course schedule beforehand and taking note of the course number(s) and unique number(s) can ensure a smooth registration process. If the unique number(s) is(are) already written down, they can be typed in the box seen in the figure and submitted to successfully register for the class.

![Registration for Fall 2019](image)

Going to “Registration” and “Register Now” will provide access to adding the course(s). Changes can be made on this page until the end of the registration period. If a registration bar is placed on your account, you will need to get that sorted out to be able to register on time. This can happen if you haven’t paid a parking ticket or for a copay at the doctor’s offices in SSB. Look into the What I Owe page on UT Direct to make sure there is not a balance before reaching out to Betsy.
If being employed as a TA and GRA, an employment waiver must be claimed for the respective position (i.e. if you are going to be on TA for that semester, you would claim a Teaching Assistant waiver). This typically happens prior to registration for the following semester. If being employed as a Fellow, Betsy will need to claim the waiver for you so email her that you will be on fellowship once she reaches out with registration information (do this as early as possible).

To confirm attendance in the registered courses, the tuition balance needs to be $0.00 and “Click to Confirm Attendance” will need to be clicked. If successful, this message will appear on “My Tuition Bill”:

```
** Your registration is complete and your courses are secured. **
```

If being employed on Fellowship, the tuition payments can take some time to process, so be patient if there isn’t a “Click to Confirm Attendance” button. Contact Betsy if your attendance hasn’t been confirmed or if further assistance is needed.

d. Courses Inside and Outside Department

Within the Chemistry Department, only graduate-level courses will count towards the six graded courses. For each semester, there is typically at least one graduate-level chemistry course for each division. Some students seek out courses in other CNS Departments (Biology, Molecular Biology, Mathematics, Physics, Computer Science, Geology) or Engineering courses (Mechanical, Chemical, Electrical, Civil, Biomedical, Materials Science). In these other areas, upper-level undergraduate courses will count towards the six graded courses requirement. Graduate students further along in the program should be able to provide course recommendations prior to discussing with your advisor. The A&P Qualifying exam course (for A&P division students) counts towards the six graded courses requirement as well. Dissertation sections of research credit hours should be taken upon admission to candidacy (finished coursework, finished paperwork, formed doctoral committee, and passed qualifying exams).

e. Courses Outside Technical Science

UT offers several courses outside of your technical area as well to help with your career and professional development (these are typically not included in the six graded courses requirement). There is a Science Communication course (Seminar and Practicum sessions) offered through the College of Natural Sciences during Spring semesters which can result in a Concentration in Communicating Science. There are Informal Classes (https://informal.utexas.edu/find-your-course) where you can learn things such as AcroYoga, Grant Writing, Homebrewing, and pretty much anything else. The Jon Brumley Texas Venture Labs (TVL) is an intro to entrepreneurship and consulting class offered in the McComb’s Business School. It is a comprehensive class with advance degree candidates from all disciplines, working in teams to consult local start-ups. This class provides a good intro to business, and potential networking opportunities in the start-up scene. Lastly, there is a completely free “Introduction to
Programming” course talk by James Derry in case you would like to learn how to code from a beginner’s level while at UT.

<table>
<thead>
<tr>
<th>Inorganic</th>
<th>Analytical and Physical</th>
<th>Organic</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Written Exam during Spring semester of 2nd year on core subjects relating to inorganic chemistry.</td>
<td>• Writing course during Fall semester of 2nd year to compose an 8-page research proposal on completed and future research.</td>
<td>• 15 minute Oral exam is given by a committee of three faculty members by the end of Spring semester of 2nd year.</td>
</tr>
<tr>
<td>• 20 minute Oral presentation about their research to date and future research goals.</td>
<td>• Register for CH390L (this counts as a graded course) in Spring semester of 2nd year and give a public 20-25 minute Oral presentation on proposal from Fall.</td>
<td>• The supervising professor will also provide the committee a written evaluation of the student's research progress.</td>
</tr>
<tr>
<td>• Completed and submitted Program-of-Work form to Betsy.</td>
<td>• Presentation and discussion workshops for outside seminar speakers.</td>
<td>• Two documents to provide for exam: i) a written description of dissertation plans and research progress to date and ii) original research proposal (different from dissertation research).</td>
</tr>
</tbody>
</table>

f. **Safety Courses**

During orientation, several safety lectures will be given to emphasize safety within research and teaching laboratories. Additionally, a two-hour long safety course will be taken in the third year where topics such as accident causes, accident prevention, and hazard analysis are discussed to help prevent future accidents.

D. **Qualifying Exams**

Betsy provides an extremely detailed qualifying exam packet before starting your second year, so please read the packet three times before preparing for your qualifying exam process to make sure you are aware of the expectations for you to pass your qualifying exams. Regardless of division, each Chemistry Ph.D. student is required to pass a written exam within the first 18 months of the program and required to pass an oral candidacy exam covering the student’s research during the second year. More information can be found in the Divisional Differences section below.

a. **Divisional Differences**

The divisions all have different qualifying exam processes. Inorganic and organic students also have entrance exams, so be prepared to take these upon arrival if these are the divisions you are formally joining. The qualifying exam differences are summarized in the figure below.
b.  *Perspective by Lauren Webb, Ph.D. on How to be Successful in the Qualifying Exams*: “Insert here.”

E.  **Dissertation Process**

Degree plan requirements are provided by Betsy for obtaining a Ph.D. in Chemistry. Doctoral Degree Candidate Workshops are offered through the Graduate School to review the guidelines and deadlines necessary for graduation and can be taken a semester prior to graduation to make sure you are completing all of the requirements on time. Also ask Betsy for any required paperwork during the semester prior to graduation which isn’t covered/discussed in Betsy’s Chemistry PhD Graduation Checklist (will be emailed out prior to each semester).

F.  **External Responsibilities**

The following are various responsibilities for most graduate students above and beyond the academic and research requirements.

a.  **Safety Training through UTLearn**

The safety requirements (Hazard Communication, Site Specific Training, Laboratory Safety, Laboratory Safety Refresher, and Fire Extinguisher Training) provide examples and expectations of safe behavior in the laboratory. These are normally completed earlier on in the program. Additional safety trainings can be completed for lab-specific topics such as Compressed Gases, Biological Safety, Cryogen Safety, Laser Safety, etc. The Graduate Student Safety Officer in each research group will notify every student to complete the Laboratory Safety Refresher when it is time. Below is a table with the required and commonly completed safety trainings with the course number. The UT EID and password are used to login to the online UTLearn system, where the safety trainings are completed (https://ehs.utexas.edu/training/training-courses.php).

<table>
<thead>
<tr>
<th>Safety Trainings for Chemistry Graduate Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>(usually done at program start)</td>
</tr>
<tr>
<td><strong>Required:</strong></td>
</tr>
<tr>
<td>OH 101</td>
</tr>
<tr>
<td>OH 102</td>
</tr>
<tr>
<td>OH 201</td>
</tr>
<tr>
<td>OH 238</td>
</tr>
<tr>
<td>OH 202</td>
</tr>
<tr>
<td>OH 204</td>
</tr>
<tr>
<td>OH 207</td>
</tr>
<tr>
<td>OH 241</td>
</tr>
<tr>
<td>Fire Extinguisher</td>
</tr>
<tr>
<td>OH 304</td>
</tr>
<tr>
<td>OH 306</td>
</tr>
<tr>
<td>OH 601</td>
</tr>
</tbody>
</table>

b.  **Communication**

Several forms of communication are important throughout the entire graduate program. E-mails are the primary form of communication used by professors, faculty, staff, and students; so, this UT email should be checked often. Canvas messaging and e-mails are used for course-related communications. Slack and GroupMe are commonly used for group messaging. WhatsApp, Line, Viber, and WeChat are used for international messaging. LinkedIn messaging can be used to expand personal networks. UT business cards are available for purchase at this website: [https://documentsolutions.utexas.edu/copyservices/business-cards](https://documentsolutions.utexas.edu/copyservices/business-cards).
c. **Teaching**
During the semester(s) of teaching assistantship, instructors expect graduate student TAs to attend TA meetings, attend TA office hours, keep up-to-date records of grades, and be available to answer students’ questions (and maybe other tasks depending on the exact course). This is a huge time commitment on top of working in a research group, so be prepared to communicate any problems with the instructor, fellow TAs, the adviser, group members, etc. as early as they occur to get things sorted out. The Department is being represented through this position, so put the best foot forward. If you are interested in obtaining Teaching certificates, the Faculty Innovation Center offers a teaching preparation series where topics such as inclusive teaching, fair grading, teaching statements, etc. are discussed (this is typically shared by Betsy).

ii. *Perspective by Matt Warden on Teaching at UT Chemistry*: “Insert here.”

iii. **Seminars**
Attendance at weekly seminars is highly recommended, if not required in most cases. Seminars are held on Mondays through Fridays from 3:30 – 4:30 pm in WEL 2.122 or NHB 1.720. The different divisions have seminars on different days of the week, but everyone is always welcome to any seminar. For inorganic students, student seminars (“Chalk Talk”) are held on Saturday mornings. Below is a table depicting the types of seminars happening each day of the week.

<table>
<thead>
<tr>
<th>Seminar Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
</tr>
<tr>
<td>Organic Faculty</td>
</tr>
</tbody>
</table>

Seminars may be presented by graduate students (per their degree requirements within their division), faculty members, or visiting speakers from prestigious universities and research institutes. Visiting speakers are often hosted by a UT faculty member, except for once a semester for the A&P student-hosted seminar (students select, invite, and host speakers with research areas related to analytical or physical chemistry).

e. **Building Access**
In order to gain access to a building with key locks, a key request form (found in Chemistry Administrative Office) will need to be filled out and taken to the Service Building with a Keys sign out front (304 E. 24th Street, Austin, TX 78712).
In order to gain access to a building with card readers, the adviser will need to contact the building manager for approval and activation of the UT ID card. The contact information for the building manager of each building can be found on this website: https://utdirect.utexas.edu/apps/campus/buildings/nlogon/facilities/UTM/.

f. **Purchasing Information**

Suppliers that have a deal with UT can be found on UT Market. UT Market (can be found through UT Direct or through the Financial Resource Management System; this system is sometimes not available to students who are on Fellowship so contact purchasing-utmarket@austin.utexas.edu if that’s the case). Sigma Aldrich, VWR, Fisher Scientific, and Office Depot are the most commonly used suppliers on UT Market for purchasing chemicals and lab supplies. If an item is needed from a non-UT Market supplier, a quote will need to be obtained and provided to the Chemistry purchasing office. Sometimes, groups use a UT procard to purchase items which are not chemicals (do not have an associated SDS). John Baxendale provides a Department of Chemistry Requisition Form which includes adviser’s signature, adviser’s account number, vendor name, vendor phone/website, item description, catalog number, (if chemical) CAS number, quantity/size, and price. This form needs to be completed for all orders and submitted to chempurch@austin.utexas.edu.

g. **Career Planning**

It’s never too early to start career planning! Contact Po-Tsan Ku (find his contact information in the Resources section) to schedule a career planning session, help build your LinkedIn profile, resume/CV editing, and discuss potential future careers.

h. **Graduate Student Safety Officer**

Each group has one or two designated Graduate Student Safety Officers (GSSOs) who are responsible for holding the group to the safety guidelines instilled during the UTLearn safety trainings. The individual in this position is accountable for correcting wrong safety actions and reporting these corrections back to EHS, as well as reminding group members to take the Laboratory Safety Refresher course through UTLearn.

G. **Funding and Insurance**

a. **Stipend/Payroll - TA vs GRA vs Fellow**

While being employed as a teaching assistant (TA), the Department covers the stipend, tuition, and insurance payments. Enrolling in direct deposit can ensure the stipend is deposited on time with no delays. While being employed as a Graduate Research Assistant (GRA), the adviser covers the stipend, tuition, and insurance payments. Keep in mind, advisers decide when a student is on TA or GRA (unless a fellowship states otherwise). While being employed through a fellowship, the various amount of provided funds should be discussed in the offer but contact Betsy if further clarification is needed.
b. Fellowships
   i. What is a Fellowship?
      A fellowship provides financial support to graduate students to pursue graduate
      studies without associated teaching (TA) or research (GRA) responsibilities.
      Fellowships are generally merit-based internal or external awards to support a student
      in a full-time or part-time course of study.
   ii. Reasons for Applying for Fellowships
      1. In the Chemistry Department at UT, students cannot be placed on TA for more
         than 8 semesters.
      2. Does your PI have funding for you/your project?
      3. Would you like to include a prestigious fellowship on your CV/Resume?
      4. Are you interested in going into academia after graduate school and would like
         to practice proposal writing/editing?
   iii. Types of Fellowships
      Fellowships can be awarded and used for part of your time in the program (part-time)
      or throughout your entire program (full-time). Fellowships can also be categorized as
      internal or external. Internal fellowships are offered through the University and
      external fellowships (i.e. NSF-GRFP) are offered through external donors. Below is a
      list of website links for various fellowships for graduate students. Review funding
      and eligibility requirements prior to beginning an application.
   iv. Internal
      1. Chemistry Department Fellowships: Gilbert H. Ayers Fellowship in Chemistry,
         Dorothy A. Banks Fellowship, Robert E. Eakin Endowed Centennial
         Scholarship, R. A. and Peggy Lewis Graduate Fellowship in Biochemistry, F. A.
         Matsen Endowed Presidential Fellowship in Theoretical Chemistry, Leon O.
         Morgan Graduate Fellowship, Joanne M. Ravel Regents Endowed Fellowship,
         Royston M. Roberts Fellowship, Charles Morton Share Graduate Fellowship,
         Stanley H. and Kathleen F. Simonsen Fellowship in Chemistry, Robert A. Welch
         Fellowship in Chemistry, Chemistry Faculty Regents Scholarship and
         Fellowship Fund, Friends of Chemistry Regents Scholarship and Fellowship
         Fund
      2. Graduate School Fellowships: Donald D. Harrington Recruitment Fellowship,
         McNair Scholars Graduate School Fellowship, South Texas Graduate School
         Fellowship, West Texas Graduate School Fellowship, Graduate School
         Mentoring Fellowship, Harrington Dissertation Fellowship, David Bruton Jr.
         Graduate School Fellowship, Homer Lindsay Bruce Endowed Graduate
         Fellowship, Sidney Chandler Endowed Scholarship, William W. and Ruth F.
         Cooper Graduate Student Support Endowment, Cullen Trust Student Endowment
         Fellowship, Delco Graduate Fellowship Fund, Marye Anne Fox Fellowship,
         Wendall C. Gordon Endowed Graduate Fellowship, Hemphill-Gillmore
         Fellowship, W. H. Hildebrand Scholarship Fund, Houston Endowment
         President’s Excellence Scholarship, Hutchison Student Endowment Fellowship,
         William S. Livingston Graduate Fellowship, Miller Graduate Fellowship, Moody
Graduate Fellowship, Ralph Nelson Graduate Fellowship, William C. Powers
Graduate Fellowship, W. Gordon Whaley Fellowship, Decentralized
Recruitment Fellowship, Decentralized Continuing Fellowship

v. External
1. NSF-GRFP: https://www.nsfgrfp.org/
2. DoD SMART: https://smartscholarshipprod.service-now.com/smart
3. NDSEG: https://www.ndsegfellowships.org/
4. DOE NNSA SSGF: https://www.krellinst.org/sgsf/
5. AAUW: https://www.aauw.org/what-we-do/educational-funding-and-awards/
6. P.E.O.: https://www.peointernational.org/about-peo-international-peace-
scholarship-ips
7. NIH: https://researchtraining.nih.gov/programs/fellowships?CFID=842361491&CFTOKEN=e51a584f18b9464d-AA685592-5056-9439-7EE5A07E20DB984B
8. Hertz Foundation: https://hertzfoundation.org/
11. https://www.hsf.net/scholarship
12. DOE-CSGF: https://www.krellinst.org/csgf/about-doe-csgf/eligibility-program-
requirements
15. Fulbright: https://us.fulbrightonline.org/#&panel1-4
17. http://www.gemfellowship.org/students/gem-fellowship-program/
19. DOE WDTS: https://www.energy.gov/science/wdts/workforce-development-
teachers-and-scientists
22. Dolores Zohrab Liebmann Fund: http://fdnweb.org/liebmann/
23. McNair Scholars: https://mcnairscholars.com/funding/
24. ACS Public Policy Fellowship: https://www.acs.org/content/acs/en/policy/policyfellowships.html
26. And many more!

vi. How to Apply for Fellowships
1. Go to funding website of intended fellowship → read the requirements at least five times (keeping track of the requirements for each fellowship on a spreadsheet could be extremely helpful).

2. Determine what resources you will go to for assistance in completing your application; this includes your reference letter writers (typically individuals you have worked for in the past), grammar and technical editors (typically peers from undergraduate, peers from UT, co-workers, family, PI, and staff at the University Writing Center), and readers (typically peers, co-workers, family, reference letter writers, etc.). *Putting this information into the previously mentioned spreadsheet can also help a lot - as you can highlight names as they have each been asked and completed their helpful tasks.*

3. In your email to your reference letter writers, you should include the reference letter requirements that their letter needs to meet because these can be specific to the fellowship in some cases (can usually be found in the fellowship application requirements).

4. Reviewing previously successful applications on the funding website can also help you get a good feel for the proposal structure that the funding agency typically funds.

5. Broader Impacts Advice: Make sure to discuss and include ways the research can do the following items:
   a. Advance discovery and understanding while promoting teaching, training, and learning
   b. Broaden participation of under-represented groups
   c. Enhance infrastructure for research and education
   d. Broaden dissemination to enhance scientific and technological understanding
   e. Benefits to society

6. Intellectual Merit Advice: In the research statement, show the proposed activity suggests and explores creative, original, or potentially transformative concepts in a well conceived and organized manner. You should answer the following:
   a. Feasibility and originality of the proposed research.
   b. How are you equipped to complete this work? Why you?
   c. What resources do you have access to to complete it? e.g. mentor, equipment, etc.
   d. Why (insert chosen graduate school)? What does this school have that others don’t? Or what do they have that make you able to complete your research.

7. Personal Statement Advice: The most daunting part of the application is the personal statement. When writing it, tell a story. You want your reviewers to become emotionally invested in you. NSF GRFP funds you, the researcher, not the research! Grab your reviews' attention within the first couple of lines. This applies to all fellowship applications. Make every sentence count. Good personal statements have thesis sentences, talk about specific experiences, and follow up on what was learned from that experience. Here are some example intros that vary in their approach to capture people's attention:
a. The defining moments that reeled me into physics were probably the same ones that draw in many students, the confounding explanations of the mysteries of quantum mechanics or the musings on a universe larger than I could imagine. But, while these may have been an initial spark for my interest, they are not why I have stayed. The initial magic tends to disappear on some level once you actually have to grind through the math to solve a problem, but it is replaced with something more significant. Solving problems in research is enjoyable because it is a nonlinear process that can take you in so many directions. To extract some new information out of what seems to be an incomprehensible amount of data has its own sort of magic. This winding process of discovery is what drives me to continue in science.

b. Scientific processes and mathematical ideas have always fascinated me, but I have also always wanted a career that improves people’s lives. For a while, I worried that this might make selecting a career difficult, but my first statistics class assuaged this concern. I learned that statistics involves not just thinking about mathematical ideas but also leveraging them to better understand and respond to the challenges faced in our world. I plan to earn a Ph.D. in statistics to prepare for a career as a researcher and educator. Through research, I want to help solve impactful problems by connecting theory and application. Through teaching, I want to share the value of the mathematical sciences and encourage students of all backgrounds to consider them a viable career choice.

c. Without the influence of the strong women in my life, my accomplishments as the first in my family to obtain a college degree in one of the lowest graduation rated states and a first generation American pursuing a doctorate in statistics would never have been realized. Soon after the Korean War, my biological grandparents abandoned my mother at a small orphanage in South Korea when she was six years old. With the government recovering from the war, my mother suffered severe malnutrition and neglect. It was not until my grandmother adopted my mother five years later that my mother received the care and support she needed, which allowed her to become a strong and successful woman. In turn, my mother encouraged me to be confident in myself and pursue my own goals. Understanding the hardships my mother endured as a child has inspired me to encourage other children and young women through various leadership and teaching roles.

d. I believe research is the coalescence of intelligence and imagination. The best scientists couple fundamental mathematical and physical knowledge with innovation in order to excel in their fields. My past research experience, coursework, and outreach efforts demonstrate that I have the creative and intellectual potential to flourish in a research career. I thrive during these endeavors - exploring, building, creating, and making connections that transform the unknown into something that is meaningful. My ambition is to
become a professor who encompasses both of these ideals, and NSF sponsorship will help me to attain these goals.

8. After you have submitted your application, it is professional to thank anyone who helped you throughout the entire process.

9. After you receive feedback and hear the outcome, notify the people who helped you throughout the process and keep the door open to ask for help again in the future.

c. **Health Insurance - UT Select**

   While being employed as TA and GRA, students are automatically enrolled in UT Select Health Insurance (Dental and Vision insurance are separate). This covers basic medical costs and the various clinics can be found on campus at the Student Services Building where most copays are about $10 per visit. While being employed as a Fellow, students are required to enroll in their own insurance plan (sometimes a stipend is provided for this in the fellowship and if you are young enough, you may be eligible to stay on your parents’ insurance). Betsy can either answer any questions you may have or she can direct you to the person who knows how to answer your questions.
Professional Development

A. Career Planning for Chemistry Graduate Students – Po-Tsan Ku

This is an exciting time in your life. You are about to embark on an adventure in graduate school that will make an impact on the world. As you will discover, your graduate training in chemistry is preparing you to contribute in various unique ways to the society. The post-graduate outcomes of previous cohorts of students have indicated wide variety of career paths such as academia, biotechnology/pharmaceutical, chemical, consulting, contract clinical research, high technology, and intellectual property industries.

Regardless of which career path you may choose to pursue, I would recommend that you start the career planning process early in your graduate training. Many career paths are highly competitive, with specific and demanding sets of job requirements. The earlier you start the planning process, the more time and flexibility have in pursuing the appropriate combination of professional development activities that prepare you well for your chosen career path. The career planning process involves three simple steps: choose a career path for you, identify and develop skills and build a supporting network.

a. Find a Right Career Path for You

The American Association for the Advancement of Science (AAAS) supports an online tool for personal career planning: MyIDP (Individual Development Plan). MyIDP provides exercises to help you examine your skills, interests and values – and leverages that information to help you find a career path that fits you well. UT Graduate School provides you access to the Versatile Ph.D. - a tool that helps those of you who are interested in non-academic careers to explore and prepare for the extensive range of available options.

b. Prepare for the Chosen Career Path by Identifying and Developing Skills

Use your assessment results from MyIDP to identify and set goals to improve those skills that are necessary for you to succeed in your chosen career path. A good place to start acquiring those skills would be through taking the appropriate courses offered by your graduate program. You can supplement that by participating in workshops or online training offered by professional organizations/academic societies. CNS is also offering an expanding selection of professional development electives to help you prepare for your career goals.

c. Build a Supportive Network

Your path towards a successful independent career will be greatly facilitated by having mentors and sponsors who are looking out for your interests and helping you. Take the first step by reaching out to your immediate circle of connections such as your thesis committee members, other faculty members in your graduate program, friends, relatives, fellow students. You can further expand your mentoring team by identifying other
professionals and reaching out to them via LinkedIn and professional societies/organizations.

d. You are not alone in the career planning process – I am here to support all of your endeavor in career and professional development. I am available to all of you for individual career consultations on topics such as career exploration, job search strategies, job application documents, interview preparation and salary negotiation. Start your career planning now by following the three-steps process as outlined above!

B. Conferences and Travel – Student Perspective

“I totally regretted going to that conference” – no one. ever. Conferences have been a highlight of my scientific career here at UT, and I can’t recommend them enough. You get be surrounded by scientists who are enthusiastic about the same niche field, get excited to talk to you about your research, and can inspire new ideas from their various backgrounds. It will help animate your motivation, as you see all the other research being conducted in your field that is making a difference in the future of technologies. You’ll get to meet people whose papers you’ve read countless times, get to know them as humans, and potentially network for a future job!

Professionally you need to be able to communicate your research, whether verbally or written. Conferences give you an excellent opportunity to practice both. Before attending, you will need to prepare an abstract and a poster, tying your writing skills with visual representations using figures. At the conference, you’ll be presenting either a poster or a talk. UT provides templates for these which can be found after logging into UT Box at https://utexas.app.box.com/v/brandcampaign. Figuring out how to piece together the months and years of scrambled and confusing scientific knowledge you’ve acquired with a comprehensible way to talk about it with another human is obviously a necessary skill. Otherwise, how would we ever make scientific advancements?

Money. That’s sort of necessary to make this work, right? Luckily, there are various ways for you to pay for these trips and ensure that you can attend at least one during your time here at UT.

a. The department offers annual fellowships that you can apply for in the fall, but you can only apply once you’re a PhD candidate and you can only be awarded once.

b. The grants your group apply for sometimes have a travel stipend, so your group can go and talk about all the cool things you’ve been doing with their money.

c. You can apply for fellowships/grants offered by the conference itself, as many of them offer travel stipends. Some offer grants for minority students, others have extra money from cooperate sponsors that they will use to decrease your cost of attending.
Depending on where you see your scientific career heading, conferences have networking opportunities for everyone. The bigger conferences have career fairs with various companies looking to hire advanced-degree chemists, and some of the smaller ones will have corporate sponsors attend who you can chat with. If academics is more your thing, then you’re literally surrounded by the greatest minds in your field, so chat with them at social events, get some face time, and make an impression. Because even if you don’t end up working for that specific person, professors talk, and a good word from someone could help boost your chances at getting a post-doctoral fellowship or position with someone else.

The best way to figure out which conference to attend is to ask your boss. They probably know where students from your lab typically go, and where the science will be most relevant. Some of the more prominent ones students attend:

a. ACS National meetings
b. MRS National meetings
c. Gordon Research Conferences/Seminars (GRC/S)
d. ASMS (American Society of Mass Spectrometry)
e. Pittcon
f. Telluride

But if you can’t find something that interests you, Google is also a great resource, and you may find a smaller conference that’s exceptionally relevant to your project. PIs get emails about smaller conferences frequently, so ask to see if they’ve received anything interesting.

What to Do if Problems Arise

For general resources for graduate students you can refer to the following two resources pages:

CNS graduate resource page – https://cns.utexas.edu/graduate-education/resources-for-grad-students

Chemistry department resources page – https://cm.utexas.edu/academics/graduate/current-students/student-resources

During your graduate career, you will likely encounter various problems – there are a number of people and resources you can turn to for help and assistance depending on the nature of the issue. To start, you can contact the graduate office and see our chemistry graduate coordinator, Betsy Hamblen, who will be able to assist you with your questions/concerns or point you to the people whom you need to contact. Additionally, for academic problems, you can contact the graduate advisor, Prof. Lauren Webb. If necessary, the University Ombuds Offices can help mediate conflicts and facilitate communication between you, your advisor and/or the department. Finally, the Counseling and Mental Health Services (CMHC) are an available resource to you. For specific situations that might happen, we have provided a list of formal departmental and university procedures in subsections below.
A. Harassment and Misconduct

a. What is harassment/misconduct?
   How do we define the line between acceptable and unacceptable behaviors and harassment/misconduct? Herein, we provide the following definitions:

i. Sexual harassment is defined as the unwelcome conduct of sexual nature include, but are not limited to unwelcome sexual advances, sexual favor request and/or other verbal or physical conduct of such nature. Behaviors such as sexual assault, dating violence, sexual exploitation, and stalking may represent sexual harassment.

ii. Sexual misconduct is a broad term describing a wide range of nonconsensual sexual activity or unwelcome behavior of sexual nature. Behaviors including sexual assault, sexual exploitation, sexual intimidation, sexual harassment, dating violence and/or stalking might constitute this term.

We now live in a world were sexual harassment and misconduct is unacceptable. The pyramid below represents a continuum of abuse, yet it is difficult to classify which category an event falls into as everyone’s experience is different and the degree of discomfort will differ for individuals. It is important to take a stand against behaviors listed at any level of this pyramid. If you experience a situation that falls under sexual harassment and/or misconduct behaviors, which makes you and/or another individual uncomfortable, affects your and/or another individual’s work performance, creates intimidating, hostile and/or offensive work environment, please refer to bullet points below for further steps you could and need to take.

http://ccasayourworld.com/get_the_facts/violence_pyramid/
b. List of Available Resources
   i. Contact graduate office and graduate coordinator Betsy Hamblen
   iii. If you are still unsure and have unanswered questions after reading Title IX guide, please e-mail titleix@austin.utexas.edu
   iv. If you say and/or mention anything about potential Title IX related incident (e.g., misconduct or harassment) you have experience to faculty member or any official employee of the university (e.g., chairman’s office employees, lecturers, graduate students as TAs and GRAs) – they are required to report it to the Title IX office

c. Mandatory reporting – as graduate student on TA, GRA and/or an official employee of UT Austin, you are considered a responsible employee as defined by Title IX office. Being a responsible employee means that you are a mandatory reporter, required to report a Title IX related accented to the Title IX office.

d. Reporting through Title IX is required if you are made aware of inappropriate behavior, and is also a resource for you personally. You can remain anonymous throughout the process or pursue university, police, or civil action with their help. Title IX is a good resource and will direct you to other places on campus you can get help.

B. Issues with your Advisor

Issues with your advisor include but are not limited to communication, research expectations, workload (research hours), and conflict. When you join a research group, you and your advisor will both sign a compact, which is a contract of expectations from you as a graduate student and from your advisor as your research mentor. Please take signing this form very seriously and take action if the advisor is not following what they agreed to do in the contract.

If issues arise with your advisor during your graduate career which you cannot resolve through communication with your advisor, here is a list of people and resources:

   a. Contact graduate office – graduate coordinator Betsy Hamblen will point you to people you might need to contact and provide you with resources
   b. Contact the graduate advisor, Prof. Lauren Webb
   c. Contact the University Ombuds Office
Are you unhappy with research group and/or advisor? First and most important step you can take is to contact the graduate office – graduate coordinator Betsy Hamblen, who will help you with forms, advice and options. With this particular issue, there are two common options:

d. Switching research groups/advisor – contact Betsy Hamblen for more detail on forms/steps for this process. Below are potential pros/cons of taking this step from student perspectives:
   i. Pros: find a better group fit and advisor, better communication with advisor
   ii. Cons: this will likely slow down your graduation timeline, as you will very likely have to start over on research project

e. Getting co-advised – contact Betsy Hamblen for more detail on forms and steps for this process. Please note that in certain cases, you can just have an active collaboration and getting officially co-advised will not be necessary. However, in some instances, getting co-advised will be the best possible solution. Below are potential pros/cons of taking this step from student perspectives:
   i. Pros: getting the best of both co-advisors worlds, learn from two different styles
   ii. Cons: navigating two different personalities of advisors, having two different group meetings and research advisor meetings which will require you to be very good at communication, one advisor will likely be more involved than other co-advisor which can create room for potential conflict, especially when it comes to publishing, funding can be an issue depending on the situation/agreement between co-advisors

Remember that graduate school is about you – if you are unhappy with your research group and/or advisor – seriously consider doing something about it. Often you can talk to group members and advisor to find a solution, but this will depend on the nature of the situation. If this does not work, we have provided options, resources, and contacts available to you. There will be lots of stressful times in graduate school and you will need to focus on self-direction and take personal responsibility to make your time graduate school better (this is a mental shift).

C. Teaching Load

Teaching loads in the Chemistry Department at UT are designed and agreed upon by the Department and CNS. If in the instance you are asked by the instructor to work more than the allotted time agreed in your TA contract, or you encounter a personal problem with faculty member teaching the course, follow the guidelines for working out the issue:

   a. Speak with faculty member teaching the course to discuss workload and expectations.
b. Are you a teaching assistant for a course your advisor is teaching and you have significant TA work overload? Contact graduate advisor, Prof. Lauren Webb for advice and help.

c. Are TA hours very stressful for you? Please refer to the list of available resources provided in the Resources section of this Student Handbook.

D. Hardships That Could Arise for an International Student

The major hardships that could arise being an International Student are language barriers, cultural differences, homesickness, staying in touch with family and friends due to major time zone difference, monetary issues, and mainly, looking after yourself. Please seek out help from older graduate students, Betsy Hamblen, and Lauren Webb if you are struggling with any of these hardships.

E. How to Fail Successfully

In your undergraduate years, you were probably at the top of your class. Chemistry made sense and you loved it - hence why you’re now here getting a Ph.D. Well, welcome to your new reality. EVERYONE here was a superstar in undergrad, EVERYONE is smart, and EVERYONE is driven to succeed. It’s a compliment, you’re surrounded by the best and the brightest!

It’s also intimidating. You may feel uncomfortable with the idea of not standing out, not being the most knowledgeable in the room, and/or having peers that know way more about a topic than you do. At some point you’ll reach a point where you don’t know if you actually belong in grad school, because you feel “stupid” and will never be as smart and successful as others. Congrats, you’ve hit imposter syndrome (*throws confetti*). This is something that affects all of us, and it is important to know that you’re not alone in this.

Your job is to learn. Your coworkers have been studying these subjects for at least a full year longer, your boss has been doing research, writing grants, and reading papers years beyond that. They’re going to know more than you. They are going to know more lingo, more techniques, equations, etc. It’s important to accept this early on, so you can kill that bugger called pride and be okay with asking questions, being confused, and making mistakes.

Successful people fail. But they don’t call it “failure”, they frame it optimistically as a “learning experience”. Hey, you learned one way how to NOT do something! That’s still a win, right?

This is all easier said than done, but know that you’re not alone. Reach out, because chances are 99% of your peers have gone through the same thing.
Accept that failure is a part of life.

Failure forces you to reinvent yourself and refine your approach.

Stay cool, calm and collected.

Keep your emotions in-check. It’s way too early to jump to conclusions.

Take ownership of your failure.

Fully accept what has happened and take responsibility for your predicament.

Find reasons to keep going.

Give yourself some positive words of encouragement.

Learn from your experience.

Identify why exactly you failed.

> Not enough time, resources, or support?
> Lack of knowledge or experience?
> Wrong timing?
> Unrealistic expectations?

What must I now do differently? How could I make the most of this situation?

Draw up a new plan of action.

Stay flexible and resourceful, and make the most of every opportunity.
Living in Austin, Part II

Here are some fun things to do in Austin in your free time. For a comprehensive list of everything going on in the city on any particular day, check out [do512.com](http://do512.com).

A. Barton Springs: Spring-fed pool that’s 60°F year-round. $3 entry for Austin residents, up there as an essential Austin experience.

B. Austin City Limits: Major music festival and venue

C. FloatFest: Float the river in an innertube and listen to major bands

D. PARTY WORLD RASSLIN’: Amateur wrestling with a leftist bent, free, quarterly event at 4th Tap Brewing Coop

E. Crown & Anchor: A popular spot for graduate students and our CGC Happy Hours

F. 6th & Rainey Streets: Go here for clubbing

G. SXSW: Several-weeks long music, film, and tech festival. Often hated by locals but does have cool free events.

H. Hope Gallery: Outdoor graffiti park!

I. Museums on campus
   a. LBJ library: presidential library, free for students
   b. Ransom Center: museum of UT’s collection. Free entry for everyone and eclectic exhibits.

J. Mexic-Arte: Museum of Mexican art on Congress Street.

K. Boat rentals: Paddle the river!

L. Alamo Drafthouse: Dinner and a movie... at the same time!

M. Comedy
   a. ColdTowne for improv/standup
   b. Fallout for standup/sketch
   c. Master Pancake – at the Drafthouse

N. Student discounts for theater on-campus – free

O. Hatchet throwing: Unleash your urban lumberjack!

P. Indoor surfing: The Californians brought something good to Texas.

Q. Cat café: Coffee and cats. If you like one, you can adopt them.

R. SO MANY PARKS. Lots of green space in the city!

S. Float the river: Get a tube for your beer cooler, too.

T. Congress Bridge to check out the bats

U. Mt. Bonnell for a cool city view beside Mayfair Park where you can see peacocks

V. Breweries: They’re everywhere! Metric Blvd. has a whole bunch.

W. Wine country: Drive to Fredricksburg, stop along the way.

X. Swimming holes: Dripping Springs! Blue Hole! Krause Springs! Collect them all!

Y. Eeyore’s Birthday: Holdover from the Hippie days. Dress weird and celebrate!

Z. Pecan Street Festival: Lots of local art and music!
And even more fun things:

A. Hot Sauce Festival: As if August wasn’t hot enough...
B. Circuit of the Americas
   a. Yearly Formula 1 Grand Prix, Indy Car races, MotoGP, you get the idea
C. Austin Rodeo: Yee your first Haw
D. Austin Rec Sports: Winners get T-Shirts
E. Texas Stars, Austin F.C., Austin Bold F.C., Roller Derby
F. UT SPORTS
   a. Football season ticket seating group for chemistry grad students!
G. Austin Bouldering Project/Crux Climbing/North Austin Rock Gym/Gregory Gym Rock Wall: ASCEND
H. Green Belt Hiking/Swimming/Rock Climbing
I. Enchanted Rock (a bit far but has good hiking and rock climbing)
J. Blues on the Green/Sound and Cinema: Free concerts/movies

Resources

Compiled here is a list of important resources that every graduate student should have access to. These resources, both online and in person, are provided for the benefit of the graduate student and should offer insight into all the different resources the Department of Chemistry, the College of Natural Sciences, and the University of Austin has to offer its students.

A. People
   a. Departmental
      i. Department Chair: Jennifer Brodbelt, Ph.D. (WEL 3.424) chemchair@cm.utexas.edu
      ii. Associate Chair: Eric Anslyn, Ph.D. (NHB 5.114A) anslyn@austin.utexas.edu
      iii. Director of Graduate Education: Lauren Webb, Ph.D. (FNT 2.104A) lwebb@cm.utexas.edu
      iv. Director of Undergraduate Education: Simon Humphrey, Ph.D. (WEL 4.428) undergraduates@cm.utexas.edu
      v. Assistant Director for Administration: John Baxendale (NMS 3.314) jbaxendale@cm.utexas.edu
      vi. Graduate Program Coordinator: Betsy Hamblen (NMS 3.306) bhamblen@cm.utexas.edu
      vii. Faculty Support Manager: Danielle Nestler (NMS 3.312) dnestler@cm.utexas.edu
      viii. Seminar and Travel Coordinator: Jessica Myer (NMS 3.316E) jmyer@cm.utexas.edu
      ix. Liaison Librarian for Chemistry: David Flaxbart (BIO 208A) flaxbart@austin.utexas.edu
      x. Senior Procurement Officer: Chris Vega (NMS 3.316C) cvega@cm.utexas.edu
      xi. Pre- and Post-Award Grant Related Needs: Janet Bui (NMS 3.316A) janet.bui@austin.utexas.edu
      xii. Glassblower: Adam Kennedy (WEL 2.146) a kennedy@cm.utexas.edu
xiii. XRD Facility Specialist: Vincent Lynch (WEL 3.218) vmlynch@cm.utexas.edu
xiv. Mass Spectrometry Facility Director: Ian Riddington (NHB 5.350C) iriddington@cm.utexas.edu
xv. NMR Facility Director: Steve Sorey (NHB 0.230 and 5.342) s.sorey@utexas.edu

b. College of Natural Sciences
   i. Dean: Brent Iverson, Ph.D. (512-471-4536) iversonb@austin.utexas.edu and nsinfo@uts.cc.utexas.edu
   ii. WEL Building Manager: Steven Moore (512-471-1271) smoore@cm.utexas.edu
   iii. NHB and FNT Building Managers: Ann Harasimowitz (512-232-1064) ann.harasimowitz@austin.utexas.edu and Cory Konieczny (512-769-0448) cory.konieczny@austin.utexas.edu
   iv. CPE Building Managers: Glen Baum (512-471-1203) gbaum@mail.utexas.edu
   and Shallaco McDonald (512-471-7867) smcdonald@che.utexas.edu
   v. Associate Dean for Graduate Education in CNS: Dan Knopf (512-471-8131) danknopf@austin.utexas.edu
   vi. Director for Graduate and Postdoctoral Education in CNS: Scott Burghart (512-232-1074) sburghart@austin.utexas.edu
   vii. Graduate Student and Postdoctoral Career Development Specialist in CNS: Po-Tsan Ku (512-232-0681) po-tsan.ku@austin.utexas.edu
   viii. Science Communication Professor: Anthony Dudo dudo@utexas.edu

c. University
   i. Office for Inclusion and Equity (512-471-1849), http://equity.utexas.edu/
   iii. Office of the University Ombuds (512-471-3825), https://www.utexas.edu/students/ombuds
   iv. Legal Services for Students (LSS): https://deanofstudents.utexas.edu/sss/
   v. International Student and Scholar Services: https://world.utexas.edu/isss/students
   vi. SURE Walk (512-232-9255)
   vii. UT Police Department (UTPD) (512-471-4441)
   viii. Austin Police Department: http://www.austintexas.gov/department/police/media
   ix. Student Veteran Center (512-232-2835), http://deanofstudents.utexas.edu/veterans/

B. Health
   a. UT Health Services:
      An accredited medical facility that provides medical care and patient education to students at the University of Texas at Austin. (https://www.healthyhorns.utexas.edu/index.html)
      Location: 100 West Dean Keeton, Student Services Building (SUB)
      Phone: (512) 471-4955
      Hours: Monday-Friday 8:00am-5:00pm. Closed Saturdays and Sundays and all UT holidays
Services Provided: General Medicine, Allergy, Immunization, and Travel Clinic, Women’s Health, Nutrition Services, Physical Therapy, Sports Medicine, STI Testing, Sexual Assault Forensic Exams, & Travel Health

b. Counseling and Mental Health Center (CMHC):
Provides counseling, psychiatric, consultation, and prevention services that facilitate students’ academic and life goals and enhance their personal growth and well-being. ([https://cmhc.utexas.edu/aboutcmhc.html](https://cmhc.utexas.edu/aboutcmhc.html))
Location: 100 West Dean Keeton, Student Services Building, 5th floor
Phone: (512) 471-3515
Hours: Business: Monday - Friday, 8:00am-5:00pm. Appointment: Monday - Friday, 8:00am-12:00pm & 1:00pm-4:00pm
Services: Individual and Group Counseling, Classes, 24/7 Crisis Line, Alcohol & Other Drug Consultations, Mindful Eating Program, MindBody Lab, Integrated Health Program, Prevention and Outreach, and Counselors in Academic Residence Program (CARE).

C. Other Important Health Resources:

2. MyUHS: [https://portal.uhs.utexas.edu/login_directory.aspx](https://portal.uhs.utexas.edu/login_directory.aspx)
4. 24-Hour Nurse Advice Line (512-475-6877), [https://healthyhorns.utexas.edu/nurseadvice.html](https://healthyhorns.utexas.edu/nurseadvice.html)
5. General Medicine Clinic (SSB 2.302, 512-471-4955), [https://healthyhorns.utexas.edu/gmc.html](https://healthyhorns.utexas.edu/gmc.html)
6. Physical Therapy (SSB 1st Floor, 512-475-8444), [https://healthyhorns.utexas.edu/physicaltherapy.html](https://healthyhorns.utexas.edu/physicaltherapy.html)
7. Services for Students with Disabilities (SSD, 512-471-5017), [https://diversity.utexas.edu/disability/](https://diversity.utexas.edu/disability/)
9. Urgent Care (SSB 1.400, 512-471-4955), [https://healthyhorns.utexas.edu/urgentcare.html](https://healthyhorns.utexas.edu/urgentcare.html)
10. Women’s Health (SSB 3.408, 512-475-8242), [https://healthyhorns.utexas.edu/womenshealth.html](https://healthyhorns.utexas.edu/womenshealth.html)
11. Thrive at UT: Wellness App through CMHC
12. MindBody Labs (SSB 5th Floor, SAC 2.106, and NUR 3.156D), [https://cmhc.utexas.edu/mindbodylab.html](https://cmhc.utexas.edu/mindbodylab.html)
13. CMHC Wellness Workshops: [https://cmhc.utexas.edu/workshops.html](https://cmhc.utexas.edu/workshops.html)
14. Occupational Health Program (OHP, 512-471-4647), [https://hr.utexas.edu/current/services/occupational-health-program](https://hr.utexas.edu/current/services/occupational-health-program)
C. Financial
   a. Overview: Graduate students typically receive assistance from the department in the form of payment of tuition and other costs of attendance. First year graduate students are required to be a full-time teaching assistant (TA) for at least one semester. Any following semesters are at your PI’s discretion. Laboratory TA positions are most common; depending on your concentration, you could be teaching an under or upperclassmen lab. More information can be found at: https://policies.utexas.edu/policies/teaching-assistants. Following your TA position, your PI can put you on a Graduate Research Assistant (GRA) position. The specific tasks of GRA vary from lab to lab and should be taken up with your PI. More information can be found at: https://policies.utexas.edu/policies/graduate-and-undergraduate-research-assistants.
   b. Fellowships: Fellowships have specific requirements that you will need to review. Some require TA positions for longer periods of time, some require completion of activities outside of lab. Be sure you know the terms of each year for the fellowship if it is for multiple years. Fellowships can also come with additional funds for laboratory equipment, chemicals, or school supplies, such as computers or books. Specific questions about departmental fellowships can be addressed to Elizabeth Korves: korversm@austin.utexas.edu. More information about graduate school and chemistry department fellowships can be found at the following link: https://gradschool.utexas.edu/finances/fellowships/graduate-school.

D. Software/Websites
   a. University-provided Software
      i. Campus Public FTP Server: No charge access to UT’s public server, ftp.utexas.edu
      ii. ChemDraw: Program to draw out synthetic routes and molecules
      iii. Mathematica and MATLAB: Coding program used for algorithm development, data visualization, data analysis, and numerical computations
      iv. Microsoft Office: Current version of Microsoft software package
      v. MyUT or UT Direct: Student portal
      vi. Senf (Sensitive Number Finder): Scans computers for sensitive data
      vii. Software Distribution and Sales (SDS): Various software available for purchase
      viii. SPARTAN: Computational chemistry package
      ix. Additional Resources: https://it.utexas.edu/services/software-applications
   b. Websites
      i. IT@UT: https://it.utexas.edu/students
      ii. UT Box: https://utexas.account.box.com/login
      iii. UT Direct: http://utdirect.utexas.edu/utdirect/index.WBX
      iv. Canvas: http://canvas.utexas.edu/

E. Miscellaneous Campus Resources
   i. Texas Advanced Computing Center (TACC): https://www.tacc.utexas.edu/
   ii. Texas Materials Institute: http://tmi.utexas.edu/
iii. Room Reservations: https://cm.utexas.edu/resources/room-reservations
iv. Insurance: http://hr.utexas.edu/student/insurance.html
v. Parking: https://parking.utexas.edu/
vi. Human Resources Service Center: (512-471-4772)
ix. Campus Climate Response Team (CCRT): (512-471-5017), diversity.utexas.edu/ccrt/
x. Title IX: titleix.utexas.edu/
xii. Amazon Hub Locker+ in Gregory Gym: Address to Ship to: 2101 Speedway Austin, TX 78712, Hours: 9 am - 9 pm
xii. Gregory Gym: Hours: Differ by day, check UT Recreational Sports website (https://www.utrecsports.org/hours), Offers a variety of group fitness classes (certain fees may apply), several machines and free weights, and an aquatic center.
xiii. University Federal Credit Union: Students are eligible to open an account, if desired: https://www.ufcu.org/open-an-account

F. Austin Resources
b. Travis County Voter Registration: https://tax-office.traviscountytx.gov/voters/voter-registration
c. CapMetro App for iPhone and Android: https://capmetro.org/
d. Texas Department of Transportation (TxDOT): http://www.txdot.gov/
e. Texas Department of Public Safety: www.txdps.state.tx.us
f. Texas Driver License Requirements: http://www.txdps.state.tx.us/DriverLicense/
g. Texas Driver's License Customer Service: (512-424-2600)
h. TxDOT Vehicle Titles and Registration Division for Travis County: (512-854-9473)
i. Travis County: (512-854-9020), www.co.travis.tx.us
j. Austin Energy: (512-494-9400)
k. Austin Water: (512-972-1000)
l. Spectrum Internet: https://www.spectrum.com/
m. Fire Department: (512-974-0130)
G. Organizations

- HornsLink for Organizations: https://utexas.campuslabs.com/engage/organizations
- Council of Graduate Chemists (CGC): cgchemists@cm.utexas.edu
- Bold Women in Chemistry (BWIC): boldwomeninchem@gmail.com
- My Science My Life: mysciencemylife@gmail.com
- Graduate Student Assembly (GSA): https://catalog.utexas.edu/general-information/student-services/graduate-student-assembly/
- The Electrochemical Society: https://studentorgs.engr.utexas.edu/ecs/Home.html
- Association for Women in Science at UT: https://sites.utexas.edu/utawis/
- External
  - American Chemical Society, Central Texas Local Section: https://centraltexasacs.sites.acs.org/
  - Association for Women in Science (AWIS), Austin Affiliate Group: http://www.awisaustin.org/
  - National Science Foundation Graduate Forum: https://nsfgradforum.wordpress.com

H. Career Resources at UT

- Non-Academic Job Search: Provides assistance to all graduate students, of any discipline, https://liberalarts.utexas.edu/lacs/
- Texas Recruitment + Interview Services: Recruiters from companies will often rent spaces to conduct on-campus interviews, https://recruit.utexas.edu/tris/
- HireUTexas: Campus-wide job board that can connect students and alumni seeking jobs or internships, http://recruit.utexas.edu/employers/hireutexas/
- The Intellectual Entrepreneurship Program: Several avenues of connecting graduate students to jobs, mentorship programs, and advice for resumes, CVs, and interviews, http://www.ut-ie.com/c/career_resources.html
e. Vick Center for Strategic Advising and Career Counseling: Provides appointments with a career counselor as well as mock interviews, [https://ugs.utexas.edu/vick/career](https://ugs.utexas.edu/vick/career)

f. Three Minute Thesis Competition: A competition for master’s and doctoral students of all disciplines to help improve presentation and research communication skills, [https://gradschool.utexas.edu/three-minute-thesis](https://gradschool.utexas.edu/three-minute-thesis)

I. **Professional Development**
   a. Seminar Event Calendar: [https://cns.utexas.edu/graduate-education/events-calendar/month.calendar/2019/08/18/-](https://cns.utexas.edu/graduate-education/events-calendar/month.calendar/2019/08/18/-)
   b. Electives: [https://cns.utexas.edu/graduate-education/professional-development-career-support/electives](https://cns.utexas.edu/graduate-education/professional-development-career-support/electives)
   c. Career Planning
      ii. Versatile PhD: [https://gradschool.utexas.edu/services-and-resources/career-resources/versatile-phd](https://gradschool.utexas.edu/services-and-resources/career-resources/versatile-phd)
      iii. Texas Venture Labs: [https://www.mccombs.utexas.edu/Centers/Texas-Venture-Labs/Students](https://www.mccombs.utexas.edu/Centers/Texas-Venture-Labs/Students)
   d. Funding Opportunities
      i. Strategic Research Initiatives: [https://cns.utexas.edu/strategic-research-initiatives](https://cns.utexas.edu/strategic-research-initiatives)
   e. Writing Center: Part of the Department of Rhetoric and Writing, The University Writing Center provides one-on-one meetings with student writers across various disciplines. Grad Writing Fridays happen frequently throughout each semester where UWC staff members are on hand for quick consultations. Services: Writing Retreat, Consultations, and Writing Groups, [http://uwc.utexas.edu/grad/](http://uwc.utexas.edu/grad/)
   f. Department of Statistics and Data Sciences: [https://stat.utexas.edu/](https://stat.utexas.edu/)
   g. Faculty Innovation Center
      i. Quick Fic Solutions: [https://quickfics.facultyinnovate.utexas.edu/](https://quickfics.facultyinnovate.utexas.edu/)
      ii. Graduate Student Development: [https://facultyinnovate.utexas.edu/gsd](https://facultyinnovate.utexas.edu/gsd)
      iii. Individual Consultations: gsiprogram@austin.utexas.edu

**Lock & Key Services**: PI will need to fill out a key request form for your building. The “Keys” building is located in SER 101 (512-471-8640, locksandkeysMAIN@austin.utexas.edu). Supervisor: Michael Costa (michael.costa@austin.utexas.edu)

**Email Lists**: Make sure your PI, once selected, adds you to a lab email list, if applicable. You should also sign up for the building lists for WEL (welch@utlists.utexas.edu) or NHB (safety officers added), if available.
Betsy Hamblen is the best resource for you during your time at UT Austin. She is the Graduate Program Coordinator for the Chemistry Department at UT. She can answer 99% of your questions about almost anything and the other 1% of questions, she knows where to direct you to next. She is incredibly supportive of all students in the program and can easily become your best friend. Betsy helps us out so much that we would like to dedicate this student handbook to her to thank her for all of her hard work which helps our graduate program run so smoothly!