



Graduate Student Guide

Presented by the Graduate and Professional Student Senate, with assistance from the Graduate College, Office of the Senior Vice President and Provost, Office of the President, and the Division of Student Affairs.

Iowa State University

2020

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Introduction

Iowa State University was founded in 1896, and the Graduate College in 1913. With a long history of academic prestige, we are delighted that you have decided to join our community!

Throughout your time here - your highs and lows - remember that you are part of a long lineage of graduate students who came before you. You are supported by your peers, professors, and administrators. Starting graduate school is making a commitment to yourself; a commitment to pursue your passion, push yourself to the highest level of achievement, and meaningfully contribute to your field of study.

The graduate experience is entirely unique and can be an adjustment. Academia presents many challenges: from limited funding, high stress and heavy workloads, to social isolation and conflicts. Access to resources, support, and community are key elements of success and Iowa State has many support structures in place.

This document informally presents common hurdles faced by graduate students, and advice and resources for success. It is intended to provide additional information and connections for graduate students, but does not replace the Graduate Student Handbook and does not replace any University communication. This document is managed by the Graduate and Professional Student Senate, a student governing body of Iowa State University. We will do our best to ensure the information is accurate and up-to-date - if you see a resource that you would find helpful to add or something that is out-of-date, please let us know!

Moving to Ames



Ames is a town in the midwestern region of the United States of America, bordering other states like Wisconsin, Minnesota, Illinois, Missouri, and Nebraska:

The temperature in Iowa has a wide range; expect hot and humid summers as well as temperatures below 0 degrees Fahrenheit in the winter. Be sure to have the appropriate clothing and footwear for summer and seasonal snowstorms. If you need to purchase these items when you arrive, you can check local thrift stores (like Goodwill or Salvation Army) or the North Grand Mall, Target, Walmart, for new apparel.

Preparing for your arrival



Ames is about 45 - 60 minutes from the Des Moines airport. There are no regular buses or train lines from the airport, so you will have to arrange personal transport if you are arriving by plane.



Students have used [Executive Express](#), Airport Express Shuttle, [Uber](#), [Lyft](#), or a private taxi cab to arrange transportation. Expect about a \$100 charge for one-way travel.



If you already have a Major Professor, connect in advance to agree upon a start date and ask about documents (like a Letter of Intent) as soon as they are available. Check the Academic Calendar to make sure you arrive in time for classes or necessary training: <https://www.registrar.iastate.edu/calendar>



Campus accommodations are available: <https://www.housing.iastate.edu/places/apts>
Student Government also hosts a Residency Fair to invite local landlords to campus to provide information (Latest was in November 2019).



Create a budget! Check your UBill on [AccessPlus](#), and ensure everything is paid on time to avoid late fees. You can also set up direct deposit for your monthly stipend. <https://www.ubill.iastate.edu/students>
Need more help? Try looking through their introductory slides: [here](#)



Set up your campus email here: <https://www.it.iastate.edu/services/cymail>



Attend graduate student orientation:
<https://www.grad-college.iastate.edu/student/orientation/>

Welcome to Ames

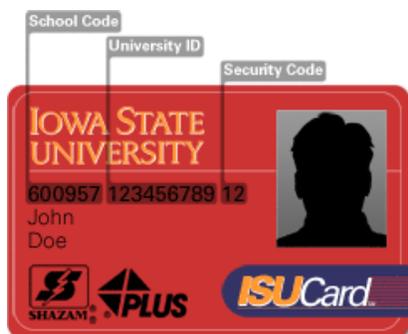
The largest supermarket in Ames is a chain of stores called Hy-Vee. There are some smaller chains - like Aldi. There are specialty stores (like an organic/all natural store called Wheatsfield, a Middle Eastern grocery store called Pammel Grocery, and several Asian grocery stores like Hua Chao Snacks). For special imports, you may need to look in Des Moines.

The hospital in Ames is called Mary Greeley Medical Center and is located at 1111 Duff Ave, Ames, IA 50010. There are medical buildings around the hospital for specialist doctor offices, but please check with Thielen Health Center first to ensure you have any required referrals and to ensure that whomever you see is in-network. Please note that most routine care can be handled at Thielen Health Center on Campus (including pharmacy needs!).

If you have a medical emergency and need immediate or life-saving medical care dial 911.

Campus:

Familiarize yourself with campus, first with a map - and then by walking and seeing the buildings before classes start. Here is a main campus map: <https://www.fpm.iastate.edu/maps/> Use the Search Function (magnifying glass icon) in the bottom left hand corner of the screen to find a specific building. There are also campus maps located on boards across campus. For specific floor plans, use this feature: <https://www.fpm.iastate.edu/maps/buildings/>



As soon as possible, pick up your ISUCard from the ground floor of Beardshear Hall. This student card allows for free trips on CyRide, ability to borrow books from Parks library, etc. and for students with restricted laboratories this serves as an access badge. See more here: <https://www.isucard.iastate.edu/>

If you have a car, you may be interested in purchasing a student parking pass, which gives access to certain lots on campus. Please be aware that you will receive a ticket for improper parking! Pay attention to parking lot signage.

Get your pass at this link: <https://www.parking.iastate.edu/permit/car/student>



Mobile apps that may be helpful <https://www.mystate.iastate.edu/>



CyRide is a free bus service for students, and a low-cost bus service for Ames residents/visitors. CyRide operates year-round, although there is reduced service outside of academic semesters and over breaks. There are late-night Moonlight Express buses for the weekend when classes are in session to help students get home safely. Learn more about the routes and schedules at: <https://www.cyride.com/>

Make sure you check the Cyride maps to see which buses go where, and if you don't have a car, be careful which lines have reduced service over break/after hours!

<https://www.cyride.com/maps/school-year-2019-2020-maps>

Ask if your department or program has a peer mentor program, student organization, and ask about upcoming social events! It is important to meet your peers and become involved.



Familiarize yourself with the Graduate and Professional Student Senate! Your Senator will have lots of information and opportunities to share with you. Learn more here: <https://www.gpss.iastate.edu/>

As a graduate student, you may choose to participate in intramural sports teams! This is a great opportunity to meet people outside of your academic field and take a break from research and teaching. Learn more: <https://www.recservices.iastate.edu/im/>

Fun features of Iowa and Ames



Annual week-long bike race across Iowa: [RAGBRAI](#)

Fresh vegetables/produce on Saturday mornings in summer: [Farmers' Market](#)

Choosing a major professor

Some students may have already identified their major professor before even submitting the formal application to Iowa State! For others, they are admitted to a department or program and rotate through labs until finding a fit. All students should carefully evaluate how they could work with their potential supervisor or labmates.

Key questions:



Is there funding available for the entirety of the degree? What type of funding is it? Are there back-up options for funding if something falls through?

How many graduate students have you mentored in the past? How many are in the lab currently? Can I meet them? What are they doing now?

How long do you plan to stay at Iowa State University? How long have you been in your field?

What are your expectations for me being in the office? For you being in the office? For responding to emails?

What are your expectations for publications? Authorship?

What is your mentoring style? How do you see the importance of mentoring in graduate school?



Student & Major Professor Checklist

See more conversational topics at this Graduate College [booklet](#):

Also see the further reading at the end for more guides about mentorship and advocating for mentorship provided by other universities.

Student Responsibilities

See the above section to discuss expectations about your specific assistantship with your major professor. It is vital to have these conversations *as early as possible* in your graduate career to prevent misunderstandings and conflict.

With your acceptance to your position, you are joining Iowa State University's graduate student body. You are expected to read and understand the policies and rules of Iowa State University, similarly to abide by our [community principles](#).

As graduate students, one of the most important documents to read is the Graduate Student Handbook: <https://www.grad-college.iastate.edu/handbook/> Familiarize yourself with your department or program graduate handbook and refer back to it often. Update your [Program of Study Committee](#) (when it is formed) about your progress annually - at least!

Understanding your assistantship



Although our core success to graduation is completion of a thesis, there are many additional components to graduate school. Similarly, to remain competitive after graduate school, involvement in things outside of research can benefit your future prospects.

Remember that professors will have tasks and research for you to complete outside of your dissertation research to fulfil your [assistantship](#) (so although graduate students follow quarter- or half-time appointments, we work outside of this time to finish our thesis research). A lot of

graduate work - if not all - is done *outside* of our paid assistantship hours. Read and understand your Letter of Intent carefully.

Your major professor may have other graduate students, and will certainly have a lot of other responsibilities to focus on. There is a lot of expected independence for graduate students; it is the student's responsibility to ensure that necessary coursework is completed and that they remain on-track for degree requirement. Professors are also not infallible - they will have many projects, so ask questions and clarify things if you are confused or want to check that things are correct.

Ask if any of these are relevant, and stay up-to-date on any certifications:

IRB

Institutional Review Board

- Ask if any of your projects require IRB approval (if you suspect you will be using any human subject data - this process can take months, and any research collected that would have needed this will need to be discarded and could be investigated as research misconduct).

IACUC

Institutional Animal Care and Use Committee

- Ensure compliance and training is met to work with animal subjects

Biohazards

Any other special biological material/facility

- Make sure you are properly using and disposing of hazardous material
- Take laboratory safety training through EHS
- If you work in a special laboratory (Biosafety Laboratories at the Vet Med campus) ensure compliance of all documents

The Office for Responsible Research holds many training sessions and workshops to help you navigate these rules and regulations (particularly working with human subjects and the IRB process). See more at their website: <https://www.compliance.iastate.edu/>

If you are unsure or have questions, ask your Major Professor or Director of Graduate Education (DOGE). Don't be afraid to approach a peer, postdoc, research scientist, or another faculty member for advice either.

Maintaining Work-Life Balance



There are many professors who will either implicitly or explicitly discourage a healthy work-life balance. In academia, there is a pervasive notion that research must always take priority over everything else. While there may be times when this is the case, holding this for the entirety of your time as a graduate student is unhealthy. Overworked, overpressured, or poorly-supported graduate students can experience burnout sooner in their degree, may make more mistakes, or even leave the program.



We developed negative coping skills because they worked to help us survive.



Healing isn't "getting rid" of the ways we cope



Healing is finding and *adding* healthier ways to cope so we rely less and less on coping in ways that aren't good for us.

@LINDSAYBRAMAN

Graduate school is a marathon, not a sprint. Learning skills to survive in this high-pressure environment will help you for the rest of your life as a researcher. To succeed, it is essential to find healthy methods to manage stress and recharge during the day. Like any athlete, performance is enhanced with rest.



Tips

- Make time to eat every day (leave your office!)
- Maintain a sleep schedule
- Consider doing an intramural sport
- Set realistic goals
- Find small things that help you relax/recharge throughout the day (like stretching, going for a walk, ask for a day off if you need it)

Resources at Iowa State

Find out more information at the [Counseling Service website](#), or the [Student Wellness website](#).

GENERAL CAMPUS RESOURCES
Connect with campus resources to help you navigate or address different challenges or stressors.

ACADEMIC SUCCESS CENTER
1060 Hixson Lied Student Success Center
515-294-6624
success@iastate.edu

STUDENT ASSISTANCE
1010 Student Services Building
515-294-1020
studentassistance@iastate.edu

THIELEN STUDENT HEALTH CENTER
2647 Union Drive
515-294-5801
studenthealth@iastate.edu

SCS RESOURCES
The following SCS resources are available for students during Fall and Spring semesters:

Stress Management Workshop
Wednesdays 1:10-2:30 pm at SCS

Biofeedback
Call to schedule an orientation. After completing orientation use this resource any time during SCS business hours.

Let's Talk
Informal walk-in consultation Tuesday-Thursday from 2 pm – 4 pm in the Multicultural Center of the Memorial Union, Reflection Room #1

CRISIS RESOURCES
SCS Crisis Services
Available during SCS business hours

Crisis Text Line
Text ISU to 741741

National Suicide Prevention Lifeline
800-273-TALK (8255)

You may consider trying some of these tips and strategies to promote personal, holistic wellness.

PHYSICAL WELLNESS

- Try to get between 6-8 hours of sleep every night. To aid in this, try to not engage with electronics 30 minutes before sleeping and avoid mood altering substances
- Move your body in a way that feels good for you. Physical exercise and movement can have a positive impact on mood
- Fuel your body with food that is enjoyable and try to eat 3 meals a day

EMOTIONAL WELLNESS

- Write in a journal to express emotions, or find other creative emotional outlets
- Give yourself permission to cry, feel angry, or express other challenging emotions in safe ways
- Challenge negative thoughts and negative self-talk with positive encouragement

OCCUPATIONAL/ACADEMIC WELLNESS

- Set realistic study or work goals
- Create intentional time to work in a calm setting
- Take breaks between long tasks
- Break larger tasks into smaller, more manageable portions

SOCIAL WELLNESS

- Get together with those close to you to engage in a stress relieving activity like watching a movie or playing an intramural sport
- Reach out to someone who you may not have spoken to in a while, or express gratitude to an important person in your life

APPS
There are several apps you can add to your phone to support your mental health. A brief list of options include:

- Calm
- Headspace
- InsightTimer
- MoodTools
- Paced Breathing
- Calm Harm
- Happify
- Mindfulness Coach
- Moodfit

(515) 294-5056

Mental health is not a one-size-fits all; try different services to see what works best. Graduate school is about **investing in yourself**, and learning good mental health practices is paramount to your success! Even, and especially, for people who don't think they need it!

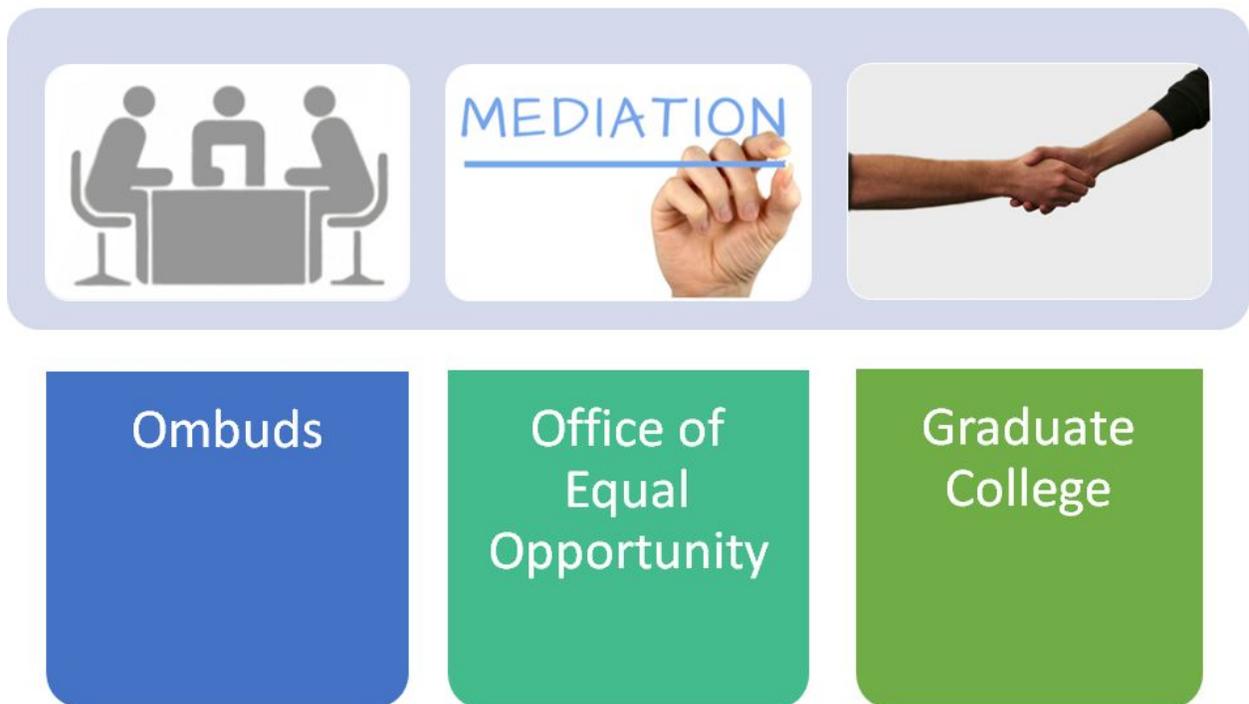
[Check out this guide for PhD students and mental health](#) (made by Dr Zoë Ayres, made available by The Analytical Science Network)

Handling Conflict

Academia is a stressful environment, and you will be here for many years cultivating relationships that last a lifetime. We often remain in closed circles of people; it is inevitable that conflict will arise at some point with either a labmate, major professor, staff member, or undergraduate mentee.

Mentoring is a skill that is learned over time. Often faculty members don't receive any training in how to be a mentor, or worse - even propagate poor mentoring because it is what they were subjected to. If tensions arise, clear communication about the issue will be essential to mitigating the problem. Often, it stems from differences in expectations - so frequent meetings and discussion with your major professor or mentees can help.

Resources



- The Ombuds office on campus is a confidential 'help desk' to assist in conflict management. This is an independent, informal, and neutral resource available to help graduate students manage conflicts that interfere with their day-to-day academic or

professional activities. The services of the Ombuds are tailored to meet the needs of each individual visitor. This resource is incredibly valuable: <http://www.ombuds.iastate.edu/>

- If there are concerns regarding accessibility or discrimination, the Office of Equal Opportunity provides a resource for discussions that can remain informal, or follow a formal route if the person chooses. The Office of Equal Opportunity can also provide conflict mediation, through a third party mediator.
- In certain instances, a student may wish to formally make a grievance against someone. Please review the [Graduate Student Handbook section](#) or contact the Dean of the Graduate College to discuss how this process will work.

For many graduate students, because we are so reliant on our major professors, many serious complaints against them go unreported. If you feel comfortable, providing an anonymous complaint to the Office of Equal Opportunity (asking that no action be taken, but simply asking for a record to be made of an offense) or having a discussion with the DOGE (Director of Graduate Education)/Department Chair can at least alert personnel to stay vigilant.

For students experiencing heightened work stress or conflicts, Student Counseling Services can provide a space to focus on their mental health throughout the process. There are opportunities for individual counseling, Graduate Group therapy, or mindfulness exercises. There are no limits to how many times a student may use these services (a benefit not every school offers!).

See more: <https://www.counseling.iastate.edu/>

International students

Welcome to Ames! Deciding to move to a new country and perhaps rely on a second (or third) language is a huge, brave decision. Iowa State University has many resources in place to support you throughout the process! First and foremost is the International Student & Scholar Office.

The purpose of the International Student & Scholar Office is to advise scholars on maintenance of their immigration status, U.S. employment regulations, and provide support with social, cultural, financial, and personal concerns.

Preparing for Ames:

Make sure all visa/passport/health certificates are valid and up-to-date. See more about vaccination requirements for international students [here](#).

Getting to Ames:

For your **first** arrival in the Des Moines airport, ISU has partnered to ensure a free shuttle to Ames (using Executive Express). Email temphousing@iastate.edu to register for this one-time service. This free offer is **not** available for future trips or friends/family, you will have to pay in the future (~50\$ per trip).

Make use of temporary University housing for orientation (if needed)

<https://isso.dso.iastate.edu/new-student-orientation/spring-orientation-housing>

Settling in to Ames:

The ISSO offers excellent opportunities for English language practice and cultural immersion. Get in contact with that office to learn more! Information is listed in the Resources section at the end of this document.

Familiarize yourself with your University finance system, the UBill: [here](#)

The United States uses a private medical care system (that means there is NO government-sponsored health insurance). This means that you must pay special attention to WHERE you go for medical care - whatever health provider you visit must be a part of your insurance plan's scheme or else you will pay full price. This concept is referred to as in-network vs out-of-network care.

In the event of any emergency, an ambulance will take you to the closest hospital regardless of whether or not it is in-network or out-of-network. What constitutes an emergency? If someone is experiencing life-threatening health concerns (potential heart attack, car accident, severe burns/cuts/bodily trauma, head injuries, etc) make use of emergency services. Pick up any

phone and dial **911** to speak to a dispatcher. Explain the situation and provide an exact location. The dispatcher will send police and/or any required additional services (like fire trucks, paramedics, ambulances) if they deem it is necessary. **DO NOT CALL 911 FOR ROUTINE MEDICAL CARE OR NON-EMERGENCIES.**

Similarly, if you are in immediate danger (car accident, mugging, are in physical danger) dial **911** so that the police can be dispatched to help. There are non-emergency police lines if you want to report or ask about something non-life-threatening (this number is in the Resources section). If you have questions, ask the ISU campus police to help you navigate that system. There are no fees associated with having the police assist you, as well as fire responders.

Getting started with research:

There are thousands and thousands of journals across the world looking for publications. When you are looking to publish, take heed that you are working with a *real* journal. Don't fall victim to a predatory journal (i.e. a journal that requires high publication fees, but doesn't actually have any quality behind it!). If you're unsure, ask to speak to a library staff member (not a student worker). Looking for more help? The Library offers a variety of training groups and workshops throughout the semester. See more: <https://instr.iastate.libguides.com/workshops>

What is research misconduct? One of the most common causes of research misconduct is plagiarism. This is primarily failing to adequately cite a source, or even using someone else's ideas and words without any citation at all. This is a serious academic concern, and could constitute an inquiry, failure of an assignment, etc. If you are unsure, speak with your professor or ask a library staff about expectations regarding proper citation and use of literature.

The Office for Responsible Research holds many training sessions/workshops over the semester, see more at their website: <https://www.compliance.iastate.edu/>

Preliminary Exam Process

This section is only relevant to PhD students.

Before any preliminary examination can take place, the student must have formed a Program of Study Committee (PoS), and submitted relevant paperwork to the Graduate College at least one full academic semester prior to scheduling the preliminary exam. Familiarize yourself with the forms: <https://www.grad-college.iastate.edu/student/forms/>

- It is recommended that the PoS Committee be formed within the first year of graduate school, and that the student meet with them at least once a year until graduation. Check with your program/department for PoS requirements (as to who can serve on this committee, their timeline, etc.).

The preliminary exam process will vary between departments, majors, and even between students. It is intended to ensure that the student is progressing towards their degree, and has mastered information in their field and have a tangible dissertation design or preliminary results.



For most students, this process will contain written and oral evaluation from each member of the PoS Committee and generally occurs during the 3rd or 4th year of a PhD. A student can receive a result of: Pass (no conditions), Pass (with conditions), Fail (with ability to re-take) or Fail (with no ability to re-take). Results must be immediately taken to the Graduate College office in Pearson Hall (delivered same day before close of business).

Leading up to the preliminary exam process can be incredibly stressful. Communicate in advance with your major professor and committee members about expectations, timing, and structure of the prelim. Try to find opportunities for minor successes (like setting personal exercise goals, finishing a non-academic book, etc.) and avoid planning other major life events (like a wedding, moving, getting a pet, etc.) during this time.

Similarly, following the preliminary exam process many students can still feel heightened stress or depression for a period of time (the dreaded 'fourth year slump'). Motivation can be low, stress can skyrocket, burnout creeps in. Reach out for support (try reading [this](#)), you are not alone in feeling this way.

Graduation Process

It is never too early to start writing your final dissertation! Invest in using a citation manager (like EndNote or Mendeley) to keep track of all of your sources.

Read and review the necessary information in the Graduate Student Handbook: <https://www.grad-college.iastate.edu/handbook/chapter.php?id=7>

Here is a great graduation and thesis preparation checklist:

<https://www.grad-college.iastate.edu/thesis/>



A student may submit to graduate no sooner than six months after completing the preliminary process for PhD students, and the application for graduation should be made by the end of the third week of the semester in which the student expects to receive the degree. Make sure to read and understand all Graduate College policies, that paperwork is completed on time, and that you have met the degree requirements.

Also, be aware that there are additional fees associated with the graduation process from both the Registrar's Office and your department.

All thesis and non-thesis graduate students *must complete a final oral examination* (a final defense).

The Graduate College with the Center for Communication Excellence offers information sessions, boot camps, and writing retreats to assist in the thesis process. There are dissertation consultants on-hand to help with formatting or troubleshooting. It is in your best interest to make an appointment with this team to learn how to format things upfront, rather than waste time! Learn more and sign up: <https://www.grad-college.iastate.edu/thesis/seminars/>

Start thinking about next steps - connect with the Graduate College Career Services to learn about postdoctoral appointments, PhD programs, industry, starting a business, or other avenues.



Purchase/Rent your graduation attire through the bookstore: <https://www.isubookstore.com/grad>
Check the graduation date to ensure that friends/family can attend: <https://www.graduation.iastate.edu/>

Congratulations! Remain an active alumni by checking out the Alumni Center (<https://www.isualum.org/s/565/17/home.aspx>)

Campus Resources

Writing/Teaching/Research

Center for Excellence in Learning and Teaching (CELT)

CELT Teaching Symposium, Professional development (Center for the Integration of Research, Teaching, and Learning - CIRTL, Preparing Future Faculty - PFF)

CIRTL:

<https://www.celt.iastate.edu/graduate-students-postdocs/cirtl/>

PFF: <https://www.celt.iastate.edu/graduate-students-postdocs/preparing-future-faculty/>

Twitter: @isucelt

Website: <https://www.celt.iastate.edu/>

Phone: 515-294-5357

Email: celt@iastate.edu

Center for Communication Excellence

Academic writing and speaking support from trained graduate peer mentors, individualized consultations to receive feedback on academic texts (research articles, grant proposals, job application materials, and more), peer review groups and peer speaking practice groups, on-demand workshops, thesis/dissertation

writing assistance. The office can be found at 1137 Pearson Hall on campus.

Twitter: @IowaStateCCE

Website:

<https://cce.grad-college.iastate.edu/>

Email: ccegc@iastate.edu

Writing and Media Center

Communication consultation, workshops (resumes, personal statements, editing strategies), and access to a wide array of media equipment. Located in 208 Carver Hall and the 1020 Hixson-Lied Student Success Center.

Website: <https://www.wmc.dso.iastate.edu/>

Phone: 515-294-5411

Email: writectr@iastate.edu

Academic Success Center

Provides opportunities for students to develop skills that promote success, practice leadership, and become self-directed learners with tutoring, academic coaching, workshops, and exam prep. Located in 1060 Hixson Lied Student Success Center.

Phone: 515-294-6624

Email: success@iastate.edu

Statistical Consulting Center

Can offer assistance with research design, proper statistical methods for a research project, data analysis using statistical computing packages (R, SAS, JMP), and results interpretation. College-specific services are available to some.

Website:

<https://www.stat.iastate.edu/statistical-consulting>

Phone: 515-294-3440

Email: statistics@iastate.edu

Parks Library

Covering interlibrary loans, open-access questions, and any research assistance needs on campus.

Website: <https://www.lib.iastate.edu/>

Questions? Ask a Librarian on their chat feature:

<https://www.lib.iastate.edu/help-services/assistance/ask-a-librarian>

Attend one of their many training sessions around reference tools, research management, etc. here:

<https://instr.iastate.libguides.com/workshops>

Graduate College Career Services

Provides individual consultations, group presentations, resume workshops and help with career planning.

Website:

<https://www.grad-college.iastate.edu/career/>

Phone: 515-294-6954

Email: gradcareers@iastate.edu

Campus Life:

Graduate and Professional Student Senate

The governing body for graduate and professional students, founded in 1970. Provides graduate student travel reimbursements, and awards for teaching, research, and leadership.

Website: <https://www.gpss.iastate.edu/>

Email: gpsspresident@iastate.edu

Student Activities Center

There are over 850 student organizations at ISU, and opportunities for leadership/service programs and involvement. There are events for crafting, pottery, open studio, dancing, and bowling offered in the Memorial Union.

Website: <https://www.sac.iastate.edu/>

Phone: 515-294-8081

Email: sac@iastate.edu

The M-Shop

The Maintenance Shop is a unique live entertainment venue, overseen by the Student Union Board. Located on the first floor of the Memorial Union.

Website:

<https://www.sub.iastate.edu/maintenance-shop/>

Phone: 515-294-3847

Email: sub@iastate.edu

Recreation Services

With fitness classes, intramural sports, climbing walls, bike maintenance, equipment rental, outdoor trips & workshops there are many opportunities for fitness.

Most activities are housed in State Gym on campus, but there are facilities in Leid and Beyer Hall as well.

Website:

<https://www.recservices.iastate.edu/>

Phone: 515-294-4980

Email: recservices@iastate.edu

Iowa State Daily

The student-led, independent source of campus news at ISU.

Subscribe to *The Daily Dose* for the daily newsletter.

Website: <https://www.iowastatedaily.com/>

Twitter: @iowastatedaily

Phone: 515-294-4120

Email: editor@iowastatedaily.com

OStem

A student-led organization promoting the development and retention of LGBTQIA+ groups in STEM (science, technology, engineering, mathematics) fields.

They meet every 1st and 3rd Wednesday of every month in Science II, 233 from 7-8PM.

Website: <https://www.ostem.org/>

The Center for LGBTQIA+ Student Success

Develops academic and personal success, community, and leadership for lesbian, gay, bisexual, trans, queer, intersex, asexual, and allied students.

Website: <https://center.dso.iastate.edu/>

Phone: 515 294-5433

Email: center@iastate.edu

Margaret Sloss Center for Women and Gender Equity

Through a feminist lens, the Center advocates for individuals and groups; provides support and referrals; and offers programming and educational resources for the advancement of gender equity.

Website: <https://sloss.dso.iastate.edu/>

Phone: 515-294-4154

Email: slosscenter@iastate.edu

Multicultural Student Affairs

Supports and empowers Iowa State University's students who self-identify as African American, Asian American, Native

Hawaiian or other Pacific Islander, Latinx, Native American/Alaskan Native and/or Multiracial, and advocates for their holistic development across the University. Information about scholarships, resources, events & programming.

Website:

<https://www.multicultural.dso.iastate.edu/>

Phone: 515-294-6338

Email: omsa@iastate.edu

Veteran's Center

Support and information for military benefits, academic credits, and service as a student. Located in 3540 in the Iowa State Memorial Union.

Website: <https://www.veterans.iastate.edu/>

Phone: 515-294-9801

Email: veteranscenter@iastate.edu

International Students and Scholars Office

Offers a variety of services and support for international students and researchers, from english conversations (*English Together*), seminars (*International First Year Experience*), and local travel (*Dinner in Des Moines*). The office is located in 3241 of the Memorial Union.

Website: <https://isso.dso.iastate.edu/>

Phone: 515-294-1120 phone

Email: isso@iastate.edu

Health Services

Thielen Student Health Center

This is a full-service medical clinic in Ames, Iowa, staffed with physicians, advanced registered nurse practitioners and nurses.

Offering flu shots, student *Counseling Center* (individual, group therapies - with a Graduate group section, couples counseling, crisis counseling, psychiatry services), primary health care, radiology,

gynecological, pharmacy, and rotating specialists.

Student wellness: Counseling is provided at no-cost to insured graduate students, and there is no maximum number of visits per year. Walk-ins (no appointments) are welcome Monday-Thursday 8AM-3PM. There are counselors at the Vet Med campus as well.

Green Dot bystander training for sexual assault, *Collegiate Recovery* for students seeking recovery/in recovery from addiction, *Graduate Wellness Week* for resources and information are just some of the offerings.

See <https://www.studentwellness.iastate.edu/> more:

Student & Scholar Health Insurance Plan: Provided through Wellmark and Delta Dental (optional dental coverage). Please note that if you are NOT on an assistantship you must actively re-enroll each year.

Understand your health benefits and plan coverage: <https://sship.hr.iastate.edu/>

Mary Greeley

Ames' hospital, located at 1111 Duff Avenue. Cardiac, Cancer, Maternity, Surgery, Orthopedic, and Emergency care available. This is an in-network provider for students on the *SSHIP* care plan.

For non-emergency calls: 515-239-2011

*If you have a medical emergency or are in immediate danger, always **dial 911**.

Other

Office of Research Integrity

Supports ethical research practice at Iowa State University through the Conflicts of

Interest in Research, Export Controls, and Research Integrity programs. If you have questions or concerns, or want to report academic misconduct, visit the website to learn about the process. The Office of Research Integrity is located in 1620 Beardshear Hall.

Website:

<https://www.research.iastate.edu/office-research-integrity/>

Phone: 515-294-6344

Email: ypr@iastate.edu

Ethics hotline:

<https://www.policy.iastate.edu/ethics-hotline>

Legal Services

A legal aid office that provides free and confidential legal services, available for student consultations. Please note there are some cases that SLS cannot be involved in (student vs. student concerns). Located in 0367 of the Memorial Union.

Website:

<https://www.studentlegal.dso.iastate.edu/>

Phone: 515-294-0978

No email available.

Ombuds

confidential, independent, neutral resource you can use to informally work through challenges you might be facing in the workplace or at school – with colleagues or supervisors, major professors, or policies and procedures. Located in 37 Physics Hall.

Website: <http://www.ombuds.iastate.edu/>

Office of Equal Opportunity

Handles matters surrounding discrimination of any sort (race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, disability,

veteran status, etc.). Learn more about non-discrimination policies, Title IX, sexual misconduct, at their office in 3410 Beardshear Hall.

Website: <https://www.eoc.iastate.edu/>

Phone: 515-294-7612

Email: eooffice@iastate.edu

Environmental Health & Safety

Providing information and services to keep workplaces in-line with safety regulations and remove hazardous material. There are training programs that are required/strongly encouraged for some students.

Website: <https://www.ehs.iastate.edu/>

Phone: 515-294-5359

Email: ehsinfo@iastate.edu

Office of the Registrar

This office manages enrollment, degree completion status, course catalogues, graduation & commencement, distance education, and any transcripts/diplomas etc.

Website: <https://www.registrar.iastate.edu/>

Phone: (515) 294-1840

Email: registrar@iastate.edu

Child care options

Familiarize yourself with bridge funding policies (paid leave)

Start the process of finding child care as early as possible.

Learn about the resources and spaces for child care at the Child Care & Family Services website:

<https://childcare.hr.iastate.edu/>

For help locating a child care provider: call 855-CHILD-01 (Child Care Resource & Referral)

Finances

There are multiple sources of funding while in graduate school. Some examples worth exploring are:

- Department awards
- [GPSS awards](#)
- [Graduate College awards](#)
- Search the [Grants Hub](#)
- Ask your major professor about any grants or fellowships in your field that you qualify for
- Other [Funding opportunities](#)
- Discuss [loan options](#)

Non-Emergency Police Lines

Information on permits, laws & regulations, restraining orders, snow ordinances, noise violations, etc. If you have a campus incident or concern, contact ISU police first.

ISU Police:

W: <https://www.police.iastate.edu/>

E. dpsinfo@iastate.edu

P. 515-294-4428

Ames Police:

Website:

<https://www.cityofames.org/government/departments-divisions-i-z/police>

Phone: 515-239-5133

If you are in immediate danger dial 911 on a phone and get somewhere safe.

Acknowledgements and Further Reading

This document was written by the 2019-2020 Graduate and Professional Student Senate President Eleanor Field, with assistance from the other Executive members. Thank you to all staff members and departments who contributed!

Further Reading:

Mentoring

Andrew Kuznetsov via Twitter:

(@andrewkuznet): [The Definitive 'what do I ask/look for' in a PhD Advisor Guide](#)

The University of Michigan: How to Get the Mentoring You Want (2018).

<https://rackham.umich.edu/wp-content/uploads/2018/11/mentoring.pdf>

The University of Washington: Mentoring Guides for Students (2019).

<https://grad.uw.edu/for-students-and-post-docs/core-programs/mentoring/mentoring-guides-for-students/>

Research Conduct

Stenek, Nicholas. Introduction to the Responsible Conduct of Research. Office of Research Integrity, 2007. <https://ori.hhs.gov/sites/default/files/rcrintro.pdf>

Conflict Resolution

A comprehensive list of both University and Iowa resources relating to conflict resolution and management. Sponsored by Ombuds and Parks Library.

<https://instr.iastate.libguides.com/c.php?g=49492>