

TRAINEE HANDBOOK



C-CHANGE

climate change humans and nature in the global environment

NOTES

NOTES

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NOTES

PROGRAM

OFFICE SPACE & IPSR

OFFICE SPACE

All Trainees will receive keys to C-CHANGE communal office space in room 327 Blake Hall. This office has five shared work stations and a large table for group meetings. You are welcome to store any personal items in this room, but be aware that many other Trainees also use this room. Work stations are intended for temporary use while you're in the office. Please keep work stations tidy and remember to lock the door each time you leave.

Limited shared office space is also available in 317 Blake Hall. This is available on a first come, first serve basis. Please only request use of this space if you have no other office space on campus.

IPSR

The Institute for Policy & Social Research is located on the 6th floor of Blake Hall. This is where Natalie's office is located, and where you may go for laptop technical support, C-CHANGE program information or assistance, or for photocopying, printing, or scanning.

When you choose to print in IPSR, please be sure you are printing double-sided and in black and white. When photocopying, please record the number of pages copied on the log in the copy room—list the work as "IGERT."

COLLOQUIUM SERIES

Each semester, the C-CHANGE program hosts a Colloquium Series. Speakers from KU and other institutions are invited to speak about climate change. All IGERT Trainees are required to invite and host a speaker. For a complete list of previous speakers, visit

<http://web.ku.edu/~crgc/IGERT/events/brownbag.html>

Here are some guidelines for inviting and hosting a C-CHANGE Colloquium speaker.

INVITATION

After receiving approval from Joane to invite a speaker, please use the official C-CHANGE invitation template. Plan to send out your invitation at least one semester in advance (for example, send invitations for the Spring 2013 semester in the Spring, Summer, or early Fall 2012). It is your responsibility to check with Natalie about available Colloquium dates to be included in the invitation and to follow-up with the speaker to confirm dates. Let Natalie know as soon as a date is confirmed. Copy Joane on all email correspondence with your speaker.

TRAVEL & ACCOMMODATIONS

All speakers are asked to arrange their own travel to Kansas City. Please instruct guest speakers to book their own flights and submit all travel receipts to Natalie for reimbursement. Once an itinerary has been sent to Natalie, she will make hotel reservations in town (either at the Eldridge or the Oread hotels—let her know if you have a preference). The guest will not need to arrange or pay for the hotel room.

HOSTING

As the host you are in charge of your guest and should plan to do the following:

USING THE POSTER PRINTER

C-CHANGE Trainees may print posters on the plotter printer free of charge. The plotter is located in room 316 Blake Hall and can be accessed by appointment only. If you are interested in using the plotter, please contact Natalie to arrange for a time to come in.

Before making an appointment, please consider the following:

- All posters must be printed M-F, 8am – 5pm, by appointment only. There will be no printing on the weekends and no printing when Natalie isn't around to assist.
- Using the plotter takes time. Be sure you are prepared to spend at least 1 hour printing your poster. There is wireless access in Blake, so bring your laptop if you want something to do while waiting for your poster to print.
- Prepare your poster in PPT or Adobe PDF format. If you have questions about poster size and or paper type, contact Natalie.
- Let Natalie know approximately 2 weeks in advance that you would like to use the plotter. Be ready to print 1 week in advance of your event. (There is some flexibility with this.)

- Pick up and drop off the speaker at the airport. You will be reimbursed for mileage. If you are unable to do this, please try to find someone who can. If there is no one available to drive, let Natalie know and she will arrange for a driver.
- Pick up and drop off the speaker at the hotel each day during the visit.
- Escort speaker to and from the colloquium and to any other meetings, meals, or events on or off campus.
- Prepare the speaker's itinerary. It will be up to you to plan the speaker's visit: meals, meetings with other Trainees, any other activities. Feel free to check with your department and ask if they would like to co-sponsor the speaker by paying for a group meal with other students and faculty in the department. It is always a good idea to check with other C-CHANGE students for sample itineraries. Natalie also can provide one.
- Introduce the speaker. Please prepare a short introduction of the speaker to deliver before the Colloquium lecture. Joane can provide you with some sample introduction texts.

FOOD

We will arrange for pizza during the colloquium, but please be prepared to make reservations for any other group meals. When possible, C-CHANGE can be billed directly, but if you end up paying for any meals, submit receipts to Natalie for reimbursement. Check with Joane and Natalie about food plans—there will be limits on how many we can host at any meal.

INSURANCE

While receiving C-CHANGE funding, the program offers health insurance comparable to the insurance available to KU GRAs and GTAs. When you begin stipend funding, you will be asked to complete and sign the form replicated below.

I understand that the C-CHANGE program offers health insurance to all Trainees who elect to use it.

_____I wish to have C-CHANGE apply for health insurance for me during my fellowship period.

_____I do not wish to have C-CHANGE apply for health insurance for me during my fellowship period.

If I do not wish to have C-CHANGE apply for health insurance for me, I accept full responsibility for acquiring and maintaining my own health insurance while I am receiving the NSF IGERT stipend. I also understand that should my circumstances change so that I need C-CHANGE assistance in obtaining health insurance at any time while receiving the C-CHANGE stipend, it is my responsibility to alert program administrators to assist me in obtaining health insurance available to KU fellowship recipients.

HASKELL SUMMER INSTITUTE

The Haskell Environmental Research Studies (HERS) Institute prepares tribal college undergraduates for graduate study in STEM disciplines at KU and elsewhere. The KU-Haskell collaboration is intended to facilitate:

- transferring climate change knowledge in both directions so that KU IGERT Trainees learn about issues associated with climate change in Indigenous communities and so that HERS Interns learn about natural and social science and engineering aspects of global climate change;
- establishing mentoring relationships so that HERS Interns have one or two specific KU mentors with whom they can work on their research and in making graduate school decisions during and after the summer program;
- preparing HERS Interns for a preliminary PowerPoint presentation and draft research poster by late June.

After your 3-week internship ends on the Haskell campus, HERS Interns will have another 3 weeks to refine their PowerPoints and posters for a presentation in mid-July, and HERS Interns will have a final research paper due at the end of July. Please try to be available on-line to answer questions and offer support after your work on the Haskell campus ends. You will be invited to attend the final PowerPoint and poster presentations.

Your mentorship is a valuable and meaningful opportunity for you to learn about the experiences of tribal college students and for HERS Interns to have a go-to person for questions about research and graduate school.

SCIENCE POLICY INTERNSHIP

REQUIREMENTS

Trainees must complete an 8-week full-time internship focused on public policy and climate change. The internship may be completed in the 2nd or 3rd years of the C-CHANGE Traineeship, but we strongly recommend internships be scheduled during the period of C-CHANGE stipend support.

Internships should be equivalent to full-time work or 40 hours/week for 8 or more weeks and they must involve a significant policy dimension.

To complete the science policy internship requirement, upon returning from the internship, Trainees should:

- submit a brief 2-3 page report on internship activities or a written product prepared during the internship;
- make a 10-15 minute presentation about their internship experience during a C-CHANGE colloquium.

FUNDING

Trainees should try to schedule their policy internship while receiving C-CHANGE funding. There is no penalty for participating in a paid internship during this time. Trainees may accept internship salary and still receive C-CHANGE stipend support.

Limited funding is available to assist trainees with travel and housing for both paid and unpaid internships. To apply for funding, please submit the following:

- an official request for funding including a full budget showing the total estimated cost of the internship (travel & housing expenses) and the amount requested;
- evidence that additional funds (departmental, graduate school, etc.) have been requested to supplement C-CHANGE funds.

TRAVEL FUNDS

Trainees may apply for up to \$2,000 over the course of their participation in the C-CHANGE program for the purpose of attending professional conferences. All professional conferences are eligible for funding, and we especially recommend conferences that afford opportunities to develop perspectives and networks outside a Trainee's discipline. Applicants are encouraged, but not required to submit papers or abstracts in order to attend the conference. Requests for funding beyond \$2,000 will be considered as funds are available and on a competitive basis. In order to qualify for IGERT travel funds trainees must:

- submit a request for funding including information on the conference/event and a full budget showing the total estimated cost of travel and the amount requested from C-CHANGE -- do this well in advance of your travel;
- show that additional funds (departmental, graduate school, conference organizers, etc.) have been requested to supplement C-CHANGE funds;
- have completed at least one semester in the C-CHANGE program and be making progress toward completion of the program and PhD degree as determined by the Trainee's advisor and the C-CHANGE Steering Committee

Travel funds are not intended for research travel, but may be used for research if it is in conjunction with a conference OR with special permission from the C-CHANGE director. IGERT research travel funds should be requested in conjunction with the preparation of an NSF Dissertation Improvement Grant or other external funding.

TUITION

C-CHANGE Trainees qualify for tuition support during the academic year (fall and spring semesters) for up to two years while they are receiving the NSF stipend. You must be considered a full-time student during each semester you receive tuition support: a full-time student receiving KU or NSF funding must be enrolled in nine graduate credit hours per semester during the academic year.

There is no summer tuition support available to Trainees with one exception: KU requires you to complete 18 hours after completing your Oral Comprehensive Exam—this includes 3 hours summer enrollment which the C-CHANGE grant will provide if you are receiving the NSF stipend during this summer.

NSF tuition support is limited; below are general guidelines for receiving C-CHANGE tuition support:

Pre-ABD (before passing the Oral Comprehensive Exam), when you are receiving the NSF stipend:

- You must enroll in 9 credit hours during the fall and/or spring semesters.
- There is no summer tuition support for pre-ABD trainees.

ABD (after passing the Oral Comprehensive Exam—congratulations!), when you are receiving the NSF stipend:

- You must enroll in 6 credit hours during the fall and spring semesters until you complete KU's 18-hour post oral comp enrollment requirement.
- You may enroll in 3 credit hours during the summer ONLY to comply with KU's 18-hour post-oral comp enrollment requirement.
- You may enroll in 1 credit hour each semester after you complete KU's 18-hour post-oral comp enrollment requirement, but only during the time you are receiving the NSF stipend.

TRAINEE WEBSITES

Trainees are required to have individual professional websites. During the Fall semester, we will host two professional development sessions on website design and maintenance.

In order to be prepared for the web development seminars, please visit the following site and follow the instructions for setting up your personal web space on the KU server. This takes some time, so don't put this off:

<http://www2.ku.edu/~webservices/hosting/>

If you have any trouble doing this, let Natalie know immediately.

We suggest you visit the websites of other IGERT trainees in order to get a sense of what you like in terms of style and layout:

<http://web.ku.edu/~crgc/IGERT/people/trainees.html>

You can also search the web for layouts that interest you and bookmark those pages (on your new laptops!) for future use. IPSR Information Specialist Xan Wedel will show you how to grab the code and use that same style on your own website.

PORTFOLIOS

At the end of your first Fall semester in the program, you will be asked to develop a portfolio of your graduate and C-CHANGE work. This portfolio will be reviewed by the C-CHANGE Steering Committee in preparation for a meeting between the you, your academic advisor and the Steering Committee during the spring semester.

On the list below, the first seven items are required and the rest are suggestions. Near the end of the Fall semester, we will review this list with you during one of our Trainee brownbag sessions.

1. Name, Department, Advisor
2. Curriculum Vitae (consult with advisor/department about preferred format)
3. Climate Change Research Statement (one page)
4. PhD Coursework (Semester/Year, Course #, Title, Professor)
5. IGERT Courses (Semester/Year, Course #, Title, Professors) e.g.: Fall 08, EVRN 620, Climate Change, Ecological Change, Social Change, Greg Cushman, Luis Gonzalez, Joy Ward
6. Graduate Seminar & Research Papers
7. Dissertation Statement (one page summary including your plans to incorporate climate change, interdisciplinary methodologies/data/etc., and public policy dimensions)
8. Conference Papers
9. Professional Power Point and Poster Presentations
10. Research Proposals
11. Publications (reviews, posters, articles, books, online publications)
12. Patents
13. RA Activities (When, What, with Whom)
14. TA/Teaching Activities on or off campus, tutoring, mentoring (When, What, Who); please include syllabus

STIPENDS

You are eligible to receive IGERT stipend funding beginning in May of your first complete year in the C-CHANGE program. Natalie needs two months notice of your intended start date for funding. You will receive a reminder in the Spring semester, but it is your responsibility to make an appointment with Natalie to complete all necessary paperwork.

C-CHANGE funding must be received in 12-month increments. During this time, NSF requires that you do not work (either as an employee of a company or a GRA or GTA). The only exception to this is if you receive a paid internship during the time of your funding. If you have any questions or concerns about this, please contact Joane or Natalie.

SUPPORT

ROLE OF ADVISORS

We recommend that Trainees keep their advisor updated on C-CHANGE courses and activities. This is especially important if your advisor is new to the C-CHANGE IGERT program. The advisor's priority is your timely progress toward departmental requirements, so it is important for you to communicate how C-CHANGE program is affecting your dissertation and GRA research and timeline.

During your first and second years in the program, Trainees and their advisors will meet briefly with the C-CHANGE Steering Committee in December or January. At this meeting, Trainees will be asked to speak about their research goals and progress, their plans to incorporate climate change into their dissertation, and the policy dimensions of their research. The Steering Committee will ask clarifying questions, make suggestions, and answer questions. This meeting is a chance for the Trainee's advisor to meet C-CHANGE faculty and clarify the relationship between C-CHANGE and the departmental graduate program.

Advisors have a better understanding of departmental expectations and pressures than we do. We encourage you to work closely with them to design the best approach to your academic career.

BALANCING PHD & IGERT

The C-CHANGE IGERT program is an addition to your departmental PhD program. WE expect it will lengthen your time to degree by a semester or a year. We recommend that while you are taking C-CHANGE coursework that you do not take more than 9 credit hours per semester.

We understand that there are occasionally significant conflicts between PhD and C-CHANGE schedules and requirements. Please let us know as soon as you are aware of conflicts. We will work with you and your advisor to find a workable solution acceptable to both programs.

GRADUATE CERTIFICATE

Trainees who complete the C-CHANGE program are eligible to receive a Graduate Certificate in Environmental Studies. The requirements for the certificate are:

Completion of four C-CHANGE courses:

- EVRN 701 Climate Change, Social Change, Ecological Change
- EVRN 702 Energy, Ecology & Community in Kansas
- EVRN 720 Climates & Borders
- EVRN 720 Climate Change in Greenland & the Arctic

Completion of the EVRN Capstone course:

- EVRN 915 Capstone (fulfilled by enrollment and attendance at C-CHANGE Colloquia during C-CHANGE coursework semesters)

Completion of an environmental research project:

- Research paper or dissertation