SCHOOL of GRADUATE STUDIES

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gsnb.rutgers.edu/orientation
Overview

• Welcome
• Selected procedures
• Public safety
• Registration
• Graduate Student Association
• Academic Integrity
• Health insurance
Becoming a Graduate Student

• Requires commitment
• Colleagues
• High expectations
• Scholars in the making
Rutgers University

• History

• New Brunswick, Camden & Newark

• @69,000 students

• @19,000 graduate & professional students
Rutgers University

• 8,000 ft/pt faculty, 14,000 ft/pt staff
• 6,000+ acres, 800 buildings, 18,000 spaces/accommodations
• AAU teaching, research & service university
• Broad research areas
• 460,000+ living alumni
More Facts About Rutgers

- 200+ graduate programs & degrees
- 300+ research centers & institutes
- Most extensive & diversified network of research labs in NJ
- Among top 25 in research (R&D) expenditures
- Brings more federal research dollars to NJ than all other state colleges & universities combined
Computer Accounts

- Departmental accounts
- NetID, netid.rutgers.edu
- Read policies
RUconnection ID Card

- pst.rutgers.edu
- 1 week before start of classes
- At any RUconnection card office
- Valid government-issued form of photo ID (e.g., driver's license or passport)
- No charge
Post Office Boxes

- Students in campus housing may use a mail-box on the campus where they reside

- Bring proof of residency to the campus Post Office

- Mail boxes are provided in graduate programs
Parking

- parktran.rutgers.edu/permits.shtml
- TAs, GAs & Fellows qualify for employee stickers
- Parking tickets matter
Buses

- rudots.rutgers.edu/campusbuses.shtml
- NextBus
RU-info

- 732-445-info (4636)
- RU-info texts: 732-662-2664
- RU Directory
Institutional Policies

- Catalog
- Graduate Program
Academic Integrity

- Must cite correctly
- Plagiarism can result in dismissal from Rutgers
- Faculty will check your work through various electronic databases
- academicintegrity.rutgers.edu
Recreation & Time Management

- Many opportunities for recreation/sports
- Build in time for breaks
Counseling & Psychological Services

- rhscaps.rutgers.edu
- 17 Senior Street
  College Avenue Campus
  848-932-7884
- 911
Public Safety

- Emergency (Police, Fire, Medical)
  - Dial 911

- emergency.rutgers.edu

- Mobile alerts
  - Register at ens.rutgers.edu

- Safety, publicsafety.rutgers.edu
Stay Focused

grad.rutgers.edu/orientation
Academic Integrity

Janet Alder, PhD
Associate Professor Neuroscience and Cell Biology
Assistant Dean of Academic and Student Affairs
School of Graduate Studies

Orientation
August 28 and 29, 2017
Graduate School Success

Rutgers University Commencement

SUNDAY
MAY 14, 2017

10 a.m.
High Point Solutions Stadium
Piscataway, New Jersey

Join us for this very special occasion—a gathering of the Rutgers community and guests to celebrate the accomplishments of our graduates affiliated with Rutgers University—New Brunswick and Rutgers Biomedical and Health Sciences during the 251st Anniversary Commencement.

Rain or shine.

Rutgers
commencement.rutgers.edu
Academic Integrity

- **Cheating:** Dishonesty of any kind with respect to homework, examinations, large and small group activities, written exercises, journal club, laboratory, presentations or required web-based activities.

- **Plagiarism and Copyright:** You must use your own words or paraphrase articles/books used with appropriate reference to the article/book cited.

- **Professionalism:** Includes both the application of academic integrity and honesty in your class participation and assignments and treating both classmates and faculty with respect. Professionalism also includes attendance at required sessions and checking your school email regularly!!
Examinations

• **Classroom examination:**
  Unless otherwise stated, no material (books, notes, calculators, computers) of any kind can be used during an examination. You may not look at or copy the work of another student during an exam.
  NO communications devices, especially cell phones.

• **Take-home examination or work:**
  Unless otherwise stated, research and writing must be done individually without assistance or exchange of information with others.
Definition: Plagiarize

• “to steal or pass off as one’s own (the ideas or words of another)”
• “to present as one’s own an idea or product derived from an existing source.”

Webster’s Seventh New Collegiate Dictionary

Plagiarism can result in dismissal from Rutgers or retraction of degree
• **Turnitin** Software is licensed by Rutgers University.
  • **Turnitin** compares your paper to digital content on the web, archived digital content, student papers and thesis, and published journal articles.
  • It does not determine plagiarism, instead it detects matched content
• Create your own Sakai site to check your paper
  • View the following video for directions on how to [https://youtu.be/uhv_yGNzHwA](https://youtu.be/uhv_yGNzHwA)
• Check your paper using Turnitin before you submit them to classes or your advisor
Research/Class/All Papers

- Proper citation should be given immediately after every idea or fact that derives from another source.
- Acknowledge direct quotes or statements with quotation marks.
- Do not submit something downloaded off the internet, purchased or prepared by another person.
- Some facts are considered common scientific knowledge and do not need to be cited (e.g., “the earth is round”).
- Self plagiarism is still plagiarism!
- A complete bibliographic reference is written at the end of the paper.
- USE reference manager (e.g. ENDNOTE and identify the citation format required (APA, AMA, etc.)
- When citing online resources that are not available in print, include the website’s URL and the date the information was found.
- If you are unsure, what or how to cite, ask a faculty member or a librarian.
Definition: Copyright

“the exclusive legal right to reproduce, publish and sell the matter and form of a literary, musical or artistic work.”
Note that this includes scientific publications.

Copyright protection is extended to anything that is “fixed in a tangible medium”

- An article
- An email message
- A website
- A doodle on a napkin
Asking Permission to use copyrighted material

- Identify the owner (author or publisher?)
- Send a letter/email requesting permission to use a table, graph or other data or an entire work.
- Permission is not automatically assumed if you have not heard from the owner. Continued effort is required - or do not use the source.
- The Library can help you find the owner.
- Use of figures without permission for teaching purposes is allowed.
Research Misconduct

- **Fabrication** - making up data or results

- **Falsification** - inaccurate representation of the results by changing or omitting data, by manipulating research materials, equipment or processes

... in proposing, performing, reviewing research, or in reporting research results

- committed intentionally, knowingly or recklessly

- **DOES NOT** include honest error, conflicting data, differences of opinion, or differences in interpretations or judgments about data or experimental design.

- Make sure you are authorized to collect the data - human, animal, safety

- Acknowledge contributions of others and ensure they see the draft prior to publication
Enhancing Reproducibility through Rigor and Transparency

1) **Premise for research** – strengths and weaknesses of previous studies

2) **Rigorous experimental design and methods and how will achieve robust and unbiased results** - sample size calculation for significance, randomize subjects, blinded, inclusion/exclusion criteria etc.

3) **Consider relevant variables** – is your study well balanced

4) **Authentication of key resources** – are your research materials valid
Expectations

- Check and respond to email
- Ensure we have correct contact information
- Read handbooks
- Familiarize yourself with website content
- Complete and submit academic forms in timely manner
- Maintain 3.0 GPA
- Follow academic integrity policies
- Follow research integrity policies
- Let us know if there is a problem
- Let us know when something good happens!
Policies of Rutgers

- Rutgers Academic Integrity Policy:  
  http://academicintegrity.rutgers.edu/integrity.shtml

- Rutgers Policy on Research Misconduct 90.2.2  
  http://policies.rutgers.edu/view-policies/research-section-90#2
The Graduate Student Association
The mission of the GSA is to further graduate student interests; graduate student-university relations; and the social, cultural, and academic enrichment of graduate students.

GSA Constitution
Who we are

- We are the graduate student government for all graduate students in New Brunswick/Piscataway

- We are a collection of graduate students. Some of us are elected, some of us are volunteers, and some of us are student workers.
What we do

● Advocate for graduate student interests at Rutgers and to political entities

○ We are a member of SAGE (Student Advocates for Graduate Education). A 20 institution body that advocates for graduate issues at the national level.
What we do

● Empower motivated students to organize events and programming through new and existing graduate student organizations (GSOs)

○ Financial support of up to $4500 a year per organization.
What we do

- Organize and support events to bring the graduate student community together
  - The GSA runs weekly, yearly, and one time events.
  - Anyone can propose and get involved with planning new events.
Regular Events

- Free weekly yoga at the GSL
- Movie nights at the GSL
- Parties for Halloween and the end of semester
Other Services

- **Free snacks and refreshments on Tuesdays and Thursdays at the graduate student lounge**

- **Free legal counsel for a variety of issues** (contact [help@gsa.rutgers.edu](mailto:help@gsa.rutgers.edu) for more information)
How you can be involved

- Come to a GSA run event
- Run for a position in a student organization in your department or in the broader graduate student community
- Start a new organization for an interest that you would like to see represented
How you can be involved

- Suggest or volunteer for a GSA committee
- Suggest and help plan a new event
- Run or volunteer for a position as a GSA officer
How to find out more

● The GSA website at gsa.rutgers.edu provides up to date information about the organization and our events

● For more in depth information or suggesting a new event or program, contact our board by email, or come to our regularly scheduled office hours
Social Media

Our Website and Events Calendar:
http://gsa.Rutgers.edu

Our FB page:
https://www.facebook.com/ru.gsa

Our Twitter:
https://twitter.com/rutgersGSA
Student Health Insurance
Hard Waiver Policy

• All Full Time students and All F or J Rutgers Sponsored Visa Students are required to have health insurance.
  – If you have your own health insurance you may waive out of the Student Health Insurance Plan (SHIP).
  – If you do not have health insurance you will enroll in the Student Health Insurance Plan (SHIP).

• The Student Health Insurance Premium is automatically added to your term bill.

• New Procedure: F or J Rutgers Sponsored Visa Students will also enroll online at www.universityhealthplans.com.
  – You will still waive through Global Services, not online.
You must have a U. S. Address to be enrolled. We use the address you have on file with Rutgers University. Please update your address by going to the myrutgers portal at https://my.rutgers.edu/portal.
If you are in one of the three categories below, please go to
http://riskmanagement.rutgers.edu/student-health-insurance
for information on your procedures to waive or enroll. Scroll down towards the bottom for the Health Insurance Eligibility.

• Full Appointment TA/GA
• Graduate Fellow
• Less than full appointment TA/GA
If you are not in one of the three categories from the previous slide:

- **To enroll** go to [www.universityhealthplans.com](http://www.universityhealthplans.com).

- **To waive** the SHIP
  - Full Time students and F or J not sponsored by Rutgers will waive at [www.universityhealthplans.com](http://www.universityhealthplans.com)
  - F or J Rutgers Sponsored Visa Students will waive by completing a Request for Exemption at Global Services. You do not waive online.

The above website also has more information regarding waiving and enrolling.

Failure to waive before the deadline will result in a non-refundable charge and students will be responsible for the premium on their term bill.
Students! Click on your school's name from the list to visit their insurance programs:

Assumption College  
Babson College  
Bard College at Simon's Rock  
Bay State College  
Becker College  
Bentley University  
Blackburn College  
Brandeis University  
Bridgewater State University  
Brown University  
Bryant University  
Cape Cod Academy  
Clark University  
College of DuPage  
College of the Holy Cross  
Curry College  
Drew University  
Eastern Nazarono College  
Elms College  
Emmanuel College  
Fitchburg State University  
Framingham State University  
Gallaudet University  
MCPHS University  
MGH Institute of Health Professions  
Montserrat College of Art  
New York School of Interior Design  
Pine Manor College  
Rhode Island College  
Rhode Island School of Design  
Rochester Institute of Technology  
Rowan University School of Osteopathic Medicine  
Rutgers, The State University of New Jersey  
Salem State University  
Salve Regina University  
Sarah Lawrence College  
School of Visual Arts  
Simmons College  
St. John's Seminary and Blessed John XXIII National Seminary  
St. John's University  
Stevens Institute of Technology  
Suffolk University  
The New England Institute of Art  
The New School  
The New York Conservatory for Dramatic Arts  
Trinity College
Student Health Insurance - Extras

• If you previously waived your insurance for the current semester and have a qualifying event – a change of insurance due to aging off a plan, marriage, loss of job. Applications are accepted within 30 days of the event and the fee is pro-rated. Call University Health Plans at (800) 437-6448.

• Dental and vision also offered at www.universityhealthplans.com.

• THE WAIVER AND ENROLLMENT MUST BE DONE EACH SEMESTER. Deadline for Fall 2017: 09/16/17.

• Full Time and F or J not Rutgers Sponsored-To add dependents visit www.universityhealthplans.com.

• F1,J1 Rutgers Sponsored Visa International Students-To
# Highlights of coverage with UnitedHealthcare StudentResources

<table>
<thead>
<tr>
<th>NATIONWIDE Coverage</th>
<th>Preferred Providers <em>(see flyer for out-of-Network Providers)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Plan Maximum</td>
<td>No overall maximum dollar limit</td>
</tr>
<tr>
<td>Out of pocket Maximum</td>
<td>$2,500 Per Insured Person per Policy year</td>
</tr>
<tr>
<td>Plan Deductible</td>
<td>$100 Per Insured Person for the entire Policy year</td>
</tr>
<tr>
<td>Coinsurance</td>
<td>90% of Preferred Allowance</td>
</tr>
<tr>
<td>Copay (Physician’s visit)</td>
<td>$25 Copay per visit (same for Specialist or Primary Physician)</td>
</tr>
<tr>
<td>Outpatient Emergency Room</td>
<td>No Copay 90% of Preferred Allowance</td>
</tr>
<tr>
<td>Hospitalization (Inpatient)</td>
<td>No Copay 90% of Preferred Allowance</td>
</tr>
<tr>
<td>Preventive Care Services</td>
<td>100% of Preferred Allowance/No expenses at Rutgers Health Centers</td>
</tr>
<tr>
<td>Prescription Drugs</td>
<td>Copay: $15 for Tier 1, $30 for Tier 2 and $50 for Tier 3 (see brochure for Tier medication listing).</td>
</tr>
</tbody>
</table>

**Common Conditions covered:** Acne, Allergies and Injuries (On and Off campus Sports and Non-Sports related). See the flyer/brochure for exclusions/limitations and full Benefit details with the Student Health Insurance Plan, Policy 2017-519-2.
NEW FOR 2017-2018

HealthiestYou Telehealth Line: 1-855-870-5858
www.telehealth4students.com 24/7
Student Assistance Program: 1-877-862-1172
UnitedHealthcare

If you have questions relating to your benefits or claims you may contact UnitedHealthcare StudentResources at www.uhcsr.com or (800) 505 4160.

You may view the benefit flyers online at www.universityhealthplans.com

Waiver or enrollment assistance please call University Health Plans at (800) 437-6448.

Student Health Insurance Office
11 Bishop Place (Hurtado Health Center)
New Brunswick, NJ 08901
http://riskmanagement.rutgers.edu