New Student Orientation

August 26 and 27

Barbara E. Bender
Senior Associate Dean
Director, TA Project
Overview

- Welcome
- Selected procedures
- Public safety
- Registration
- Graduate Student Association
- Academic integrity
- Health insurance
Becoming a Graduate Student

- Commitment
- Colleagues
- High expectations
- Scholars in the making
Rutgers University

- 3 campuses
- 70,876 students
- 19,919 graduate students
- 50,254 in New Brunswick/Piscataway
  - 14,215 graduate students
  - 36,039 undergraduates
Rutgers University

- ~6,800+ full/part-time faculty
- ~13,000 full/part-time staff
- AAU teaching, research & service university
- Broad research areas
- 500,000+ living alumni
- 305,400+ alumni in New Jersey
Rutgers University

- 400+ graduate programs
- ~300 research centers & institutes
- $736.8 million annually in R&D expenditures
Email Accounts

- NetID, netid.rutgers.edu
  - Read policies
- Departmental accounts
Rutgers ID Cards

- Must have an ID card
- ipo.rutgers.edu/bs/id-process

Offices
- Busch Campus Housing Office
- Cook/Douglass Housing Office
- Livingston Campus Housing Office
- RU Express & Board Plan Office (CAC)
Mailboxes

- Mailbox on campus where reside
  - ipo.rutgers.edu/bs/mail-services
- Departmental mailbox
Parking

- go.rutgers.edu/parking
- TA/GAs & fellows qualify for employee parking
- Parking tickets matter!
Campus Bus Service

- ipo.rutgers.edu/dots
- NextBus
  - Mobile app
  - nextbus.com
RU-info

- 732-445-info (4636)
- Text: 732-662-2664
- Email: colonel.henry@rutgers.edu
- IM questions, info.rutgers.edu/ru-info
- RU-tv Channel 23.1
- RU Directory
Institutional Policies

- SGS Catalog
- Graduate program
Recreation & Time Management

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

- health.rutgers.edu/counseling
- 848-932-7884
- 911
- RUPD: 848-932-7211

TAKE CARE OF YOURSELF
Public Safety

- Emergency (police, fire, medical): 911
- emergency.rutgers.edu
- Mobile alerts, ens.rutgers.edu
- publicsafety.rutgers.edu
- RUPD (non-emergency): 848-932-7211
Stay Focused
Brief survey, go.rutgers.edu/ak3xj4er
Academic Integrity

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

Orientation
August 26 and 27, 2019
Graduate School Success

Rutgers University Commencement

Sunday, May 19, 2019
10 a.m.
HighPoint.com Stadium
Piscataway, New Jersey
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.com**

- **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.
- Rutgers Libraries Citing Sources of Information Toolkit http://libguides.rutgers.edu/CitingSources
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

Webster’s Seventh New Collegiate Dictionary
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/academic-integrity-policy/

- Rutgers Policy on Research Misconduct 90.2.2  
  http://policies.rutgers.edu/view-policies/research-section-90#2
Alex Bachmann
Senior Administrator for Academic Support and Graduate Student Services

- Registration
- Term Bills
- Exchange Program

25 Bishop Place, CAC
“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

- Graduate student government for all RU graduate students in New Brunswick/Piscataway
- Run by graduate student workers and volunteers across departments
What we do

I. Advocate for graduate student interests at Rutgers and to political entities

SAGE: We are a member of the Student Advocates for Graduate Education - a 20- institution body that advocates for graduate issues at the national level
To Whom It May Concern:

As graduate student advocates, we are acutely aware of the difficulties that graduate students overcome to achieve success in higher education. The SAGE coalition is deeply concerned by the changes to Title IX proposed by Secretary DeVos. A large body of work has shown that sexual misconduct continues to be a crisis on campuses nationwide.\textsuperscript{1} A staggering 21-38% of college students will experience faculty/staff-perpetrated sexual harassment and 39-64.5% experience student-perpetrated sexual harassment during their time at their university.\textsuperscript{2,3} Graduate students are a uniquely vulnerable population and protections currently provided under Title IX are vital for access to education and success in their programs.\textsuperscript{4} Title IX addresses sexual harassment, sexual violence, sexual misconduct, and gender-based discrimination; SAGE firmly believes that Secretary DeVos’s proposed rules will deleteriously impact the success and safety of graduate students, ultimately denying graduate students access to educational benefits and opportunities.\textsuperscript{3} Several of the proposed changes weaken or abolish these protections and, should they be implemented, will create an unsafe environment for students and restrict access to educational programs.

Here, we provide evidence that the proposed changes will negatively impact victims and enable the university to avoid involvement, deny responsibility, and impede survivors’ access to education based on sex discrimination (including sexual harassment). We believe that these proposed changes to Title IX will undermine the
What we do

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

Financial support of up to $1500 for new organizations
What we do

III. **Organize and support events to bring the graduate student community together**

*The GSA runs weekly, monthly, and yearly events*

*Anyone can propose and get involved with planning new events*
GSA Events

- Weekly Game Nights
- Movie Nights
- Parties for Halloween, End-of-Semester, etc.
Other Services

- New programming this year to support graduate student academic and professional development

- Public service opportunities

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

● Come to a GSA-run event

● Join a student organization
  ○ See “GSO Directory” on our website for a list of all organizations and their contact info

● Start a new graduate student organization
How you can be involved

● Run or volunteer for a position as a GSA officer

● Volunteer to be part of a GSA committee:

  Public Service  Health/Nutrition
  Graduate Student Mental Health  Graduate Student Resources
  Student Life/ Outreach  New Student Experience
  Advocacy
How to find out more

● The GSA website provides resources and up-to-date information about us and our events:

  gsa.rutgers.edu

● Subscribe to our regular events and announcement list on our website or by signing up outside
Social Media

Facebook Page/Group:
- facebook.com/ru.gsa
- facebook.com/groups/RutgersU.gsa

Instagram:
- instagram.com/rutgersgsa

Twitter:
- twitter.com/rutgersGSA

Or use our handle:
@rutgersGSA
Student Health Insurance
Division of Risk Management and Insurance
https://riskmanagement.rutgers.edu/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 Plan Premium is automatically added to your term bill.
How to waive or enroll in the Student Health Insurance Plan

• To enroll go to www.universityhealthplans.com. Make your way to the introductory page and complete the enrollment form. In 5 – 7 business days you will receive and email from UHCSR to print your insurance card and/or use the digital card and mobile app.

• To waive the SHIP
  o Full Time students and F or J International students not sponsored by Rutgers will waive at www.universityhealthplans.com
    o Once you complete the waiver form you will receive a confirmation #.
    o Within 4 business days the premium will be removed from your term bill
  o F or J Rutgers Sponsored Visa Students will waive by completing a Request for Exemption form at Global Services, https://global.rutgers.edu/

Failure to waive each semester before the deadline will result in a non-refundable charge and students will be responsible for the premium on their term bill.
EXCEPTION TO THE PROCESS

• **Graduate Fellows** for whom the department is paying your Health Insurance you do not need to do anything UNLESS you are declining the Graduate Fellow Policy. Then you must complete an online waiver form yourself.

• **Partial TA/GA** - When your department has put your information in the payroll system, I will be notified by UHR to waive you out of the SHIP. If you are declining this insurance you will need to complete the waiver process yourself.

• **Full appt TA/GA** -
  - If you are a **new** appointment TA/GA, you need to complete your SHBP enrollment paperwork and submit it to UHR.
    - UHR will then update their system to reflect you have health insurance.
      - You **may not** choose a high deductible plan and you **must** enroll in prescription coverage.
      - If you are declining the SHBP, because you have other health insurance then you must complete the waiver form online yourself for the SHIP.
  - If you are a **returning** TA/GA that has previously enrolled in the SHBP, then you will show up on my report and I will waive you out of the SHIP.
Health Insurance Eligibility

For instructions in the waiving and enrolling process please go to http://riskmanagement.rutgers.edu

On the left side of the page, select Student Health Insurance

Then in the middle of the page click on HEALTH INSURANCE ELIGIBILITY
<table>
<thead>
<tr>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time Students (2019-519-2)</td>
</tr>
<tr>
<td>F and J Rutgers Visa Sponsored Students (2019-519-2)</td>
</tr>
<tr>
<td>F and J Non-Rutgers Visa Sponsored Students (2019-519-2, 2019-519-3)</td>
</tr>
<tr>
<td>Part-Time Students (2019-519-3)</td>
</tr>
<tr>
<td>Postdoctoral Fellows</td>
</tr>
<tr>
<td>Graduate Fellows (2019-202826-1)</td>
</tr>
<tr>
<td>Partial-Appointment Teaching and Graduate Assistants TAs/GAs, (2019-202826-1)</td>
</tr>
<tr>
<td>Full-Appointment Teaching and Graduate Assistants (TAs/GAs)</td>
</tr>
<tr>
<td>Graduate/PhD Students Considered Full Time Who Are Registered for Less Than Full-Time Credits (2019-519-2)</td>
</tr>
<tr>
<td>Rutgers Biomedical and Health Sciences (RBHS, 2019- 527-1)</td>
</tr>
<tr>
<td>Veterans Chapter 31 (Vocational Rehabilitation) / Chapter 33 (Post 9/11 GI Bill)</td>
</tr>
</tbody>
</table>
Students, let’s get started...

Select your college or university:

Submit a waiver form, enroll in your school’s health insurance plan or learn about other insurance products and services.
Select a student type to proceed:

**FOR J RUTGERS SPONSORED VISA STUDENTS**

**UNDERGRADUATE/GRADUATE STUDENTS**

**POST DOCTORAL + GRADUATE FELLOWS AND TA’S + GA’S with less than full appointments (less than 100%)**
Student Health Insurance - Extras

• If you previously waived your insurance for the current semester and have a change in life status— 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 2019: 09/13/19.

• Full Time and F or J Int’l Visa students not Rutgers Sponsored- To add dependents visit www.universityhealthplans.com.

• F1,J1 Rutgers Sponsored Visa International Students-To add dependents contact the global services office at (848) 932-7105.
Summary Info

Full Time Student Policy
• Policy # 2019-519-2
• Coverage period Aug 15 – Aug 14
• Dependent enrollment go to www.universityhealthplans.com

Graduate Fellows, Less Than Full Appointment TA/GA Policy
• Policy # 2019-202826-1
• Coverage Period Sept 1 – Aug 31
• Dependent enrollment contact Tien Lam at tlam@univhealthplans.com

Insurance Carrier: UnitedHealthcare StudentResources   Website: www.uhcsr.com
Email: customerservice@uhcsr.com       Phone: 1-866-599-4427
Use this for obtaining your insurance card, benefits, claims, find providers etc.

For waiving or enrolling assistance contact University Health Plans
Website: www.universityhealthplans.com
Email: info@univhealthplans.com       Phone: 1-800-437-6448

*****You must waive or enroll every semester (Fall and Spring)*****
## 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>

Ambulance- In-network benefits-preferred allowance. If out-of-network and it is an emergency, 90% of U&C, deductible does apply.
Doctors are making house calls again! Included with your student insurance plan, and provided by HealthiestYou, is 24/7/365 access to board-certified physicians online or on the phone (where permitted). Totally worth it for minor stuff (like allergies, pink eye and earaches), the doctors on Telehealth can even send a prescription to your preferred pharmacy.

• Talk to a licensed physician 24 hours a day, 7 days a week.
• Pay no consultation fee.
• Save money and time.
• Toll free # is on your SR ID card or in My Account.

www.telehealth4students.com 24/7
Student Assistance Program: 1-877-862-1172
Telehealth Behavioral

- Struggling with school and/or personal issues? Don’t suffer any longer! BetterHelp can provide the professional counseling you need to relieve whatever challenges you may be facing. Licensed therapists are available to you via ongoing text communications, live chat, phone, video or groupinars anytime, anywhere at no cost to you. With this convenient and confidential service, included with your insurance plan, you’ll be matched to a counselor that best fits your needs.

While BetterHelp isn’t a crisis solution, it’s great for ongoing help with things like anxiety, eating disorders, depression and other mental health issues that can be overwhelming. Don’t wait - get help and get happy!

BetterHelp perks:
- Licensed counselors available anytime, anywhere
- Free of charge
- Convenient access through the BetterHelp app
- Save money and time
- Website is on your SR ID card or in My Account.
Student Assistance Program (SAP)

- College just isn’t easy! SAP counselors are there to help you deal with everything from missing your loved ones to helping review your lease. Call any time, any day. Talk to us about anything and everything – it’s all totally confidential!

Included with your student insurance plan, call if you need:

- 24/7 Counseling Service
- A lawyer’s advice
- Answers with financial questions
- To work something out in mediation
- Toll free # is on your SR ID card or in My Account
Student Health Insurance Office
11 Bishop Place (Hurtado Health Center)
New Brunswick, NJ 08901
(848) 932-8285
insure@rutgers.edu
Include your RUID.