

Department of Forestry & Natural Resources

Graduate Student Handbook

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FNR Grad Program Overview

Table of Degree Requirements

	Ph.D	M.S. (Thesis)	M.S. (Non-thesis)
Credits	90 minimum 24 coursework 30 max transferred from M.S. 15 minimum research	24 minimum coursework 6 minimum research	30 minimum coursework
Time to Degree	Max eight years Funding for three years	Max five years Funding for two years	Max five years Funding for two years
Milestones			
Plan of Study Submission	End of 3 rd semester	End of 2 nd semester	End of 2 nd semester
Preliminary Exams (see pg. 6)	One year prior to degree completion (at the latest) Submit Form GS-8 one month prior to prelims (see Required Forms section below)	n/a	n/a
Thesis/Dissertation Defense	Presentation open and advertised to the public, then a closed oral defense with your committee. At least 2 semesters after prelims. Submit another Form GS-8 one month prior to defense	Presentation open and advertised to the public, then a closed oral defense with your committee. Submit Form GS-8 one month prior to defense At least 2 weeks prior to the end of a term	Presentation open and advertised to the public, then a closed oral exam with your committee. Submit Form GS-8 one month prior to defense At least 2 weeks prior to the end of a term

Required Courses – All FNR

1. **GRAD 61200 Responsible Conduct in Research** –1 credit–All students must register for this course --preferably taken in first or second semester (required by the Graduate School)
2. **FNR 59800 Theory & Applied Natural Resource Extension Program** or FNR 50600 Theory& Application of Natural Resource Extension Programming –1 credit—typically taken Spring of the 1st academic year.
 - a. FNR graduate students who have previously earned a graduate degree from FNR are not required to take FNR 50600Theory & Application of Natural Resource Extension Programming given they meet both requirements below
 - i. The student has previously taken and received a passing grade in FNR 50600(formerly FNR 59800) Theory & Application of Natural Resource Extension Programming, **and**
 - ii. The student’s graduate committee deems the student has demonstrated sufficient proficiency and skills related to extension activities.

3. **FNR 67900 Forest Resources Seminar** Students who began their programs in summer 2019 and subsequent semesters will complete ONE presentation to satisfy the M.S. and Ph.D. Mapping Guides with Learning Outcomes.
 - a. MS students will complete a field of study-related presentation at a regional, national, or international conference.
 - b. Ph.D. students will complete a field of study-related presentation at a national or international conference.

Documentation to be submitted after you have presented at a conference: Submit the conference program and your PPT to the FNR Graduate Program Coordinator. The requirement will be marked completed upon receipt of the documents.

Graduate Committee

Your grad committee serves as an advising team to advance your graduate research and help you towards your career goals. In FNR, they typically serve as the examining committee for your preliminary exams (Ph.D.) and thesis/dissertation defense. For M.S. students, committees usually comprise 3-4 members, and for Ph.D. students, they usually comprise 4-5 members, depending on your project or advising needs. The chair of your committee is usually your graduate adviser.

Committees must be 51% Purdue Faculty. External members without an existing appointment at Purdue must be approved by the department and the graduate school. Two letters requesting a committee appointment (one by you and one by your committee chair) must be submitted to FNR's Graduate Coordinator, along with the requested member's CV. This information will be forwarded to the Grad school for approval. Once approved, the external member can be added to your Plan of Study.

Ecological Sciences & Engineering (ESE) Interdisciplinary Grad Degree Program

The ESE program is an interdisciplinary program that supplements your departmental academic program with coursework and seminar discussions focused on environmental change, complex problems, social-ecological systems, and resilience thinking. ESE seeks to foster collaboration and community across Purdue's campus. Students come from diverse backgrounds, and represent departments ranging from Engineering, the Political and Social Sciences, Biology and Agronomy, Education and Nursing, and, of course, FNR.

M.S. or Ph.D. students who have applied to FNR can also apply to be a part of the ESE interdisciplinary program either before coming to Purdue, or transfer in after their first year (typically for Ph.D. students). Transferring can be a bit complicated and require additional paperwork, but ESE's graduate coordinator, Deirdre Carmichael will send you all the information you need. She is fantastic. Email Deirdre at dnolan@purdue.edu for more information about the ESE program, or [visit the ESE website](#).

Additional Course Requirements

ESE Colloquium/Seminar – 2 credits Fall, 1 credit Spring

Students who started their degree program PRIOR to summer 2019 and are completing the dual ESE/FNR degree programs are required to complete the two-credit GRAD 59000 ESE Coll/Seminar I, one-credit GRAD 59000 ESE Coll/Seminar II, and one-credit FNR 67900 seminar.

Students who start their degree program in summer 2019 and after and are completing the dual ESE/FNR degree programs are required to complete the two-credit GRAD 59000 ESE Coll/Seminar I, one-credit GRAD 59000 ESE Coll/Seminar II, BUT they are NOT required to complete the one-credit FNR 67900 seminar.

One 3-credit course in Ecology (typically fulfilled by FNR courses)

One 3-credit course in either Environmental Policy, Economics, Human Dimensions, and/or Institutional Analysis

One 3-credit course in each of TWO of the following core clusters:

1. Life Cycle Thinking in Sustainability
2. Biogeochemistry
3. Hydrological Sciences
4. Ecosystem Analysis Tools

More information about what courses fall under these core clusters can be found here:

<https://www.purdue.edu/gradschool/ese/curriculum/core-course.html>

Required GSC Forms

Most forms are available on the shared drive or can be picked up in the OSS. Some forms required by the Graduate School must be completed online – instructions for accessing and completing those forms are included here.

Each Semester

FNR GC-5FA – You should schedule a formal meeting with your **faculty advisor** once every semester. You will complete the form, and your faculty advisor will add information. Both of you will sign the form. Completed forms should be submitted to the FNR Graduate Student Coordinator.

FNR GC-11 – This form defines the expectation of reasonable progress in scholarly research. You and your **faculty advisor** will need to sign and date the form before submitting it to the FNR Graduate Student Coordinator before the end of each semester. Every student must submit this form before the end of the FALL semester to cover the SPRING semester and before the end of the SPRING semester to cover the SUMMER and FALL academic sessions. When completing the forms in the SPRING, please complete separate forms for SUMMER and FALL academic sessions.

Annual

FNR GC-5GCM – All students are required to schedule a formal meeting with their **committee members** every academic year. The academic year begins in August 1 and ends July 31 (fall, spring, and summer). You must meet ONCE during this time. You need to prepare the form for each of your committee members. The completed forms are given to the faculty advisor. The FNR Graduate Student Coordinator should receive the completed, signed, and dated semester report from EVERY committee member.

Milestones

FNR GC-3 – Rubric for the Research Proposal - If completing a thesis or dissertation, you should be working with your faculty advisors to complete the research proposal. The research proposal is usually completed by the end of the second semester for MS students and third semester for Ph.D. students – around the same time that you submit your Plan of Study. You need to prepare the form for each of your **committee members**. The completed forms are given to the faculty advisor. Completed, signed, and dated forms from EVERY committee member should be submitted to the FNR Graduate Student Coordinator.

FNR GC-10 – Summary Report of Extension Deliverables - All students are required to complete **at least ONE** extension deliverable during the course of their degree. This form should be completed and signed by YOU, YOUR ADVISOR, AND EVERY MEMBER of your committee. When completed, this form should be turned in to the FNR Graduate Student Coordinator.

Examination Forms

Graduate School (GS) Form 8 Schedule Preliminary Exams (PhD Only) - This form is completed online through MyPurdue. This form should be completed NO LESS than **one month** prior to the start of the start of the oral examinations. To complete this form, your Plan of Study must be in “Outstanding” or “Approved” status. To complete this form, select the *Academics* tab within MyPurdue, then select *Graduate School Plan of Study* under the Graduate Student section. Click on *Request for Appointment of Examining Committee* then verify that preliminary exam is selected. The form will automatically populate the examining committee members with your advisory committee; however, this can be updated if your examining committee differs from your advisory committee. Enter additional required information and submit form for approval.

FNR GC-4 Preliminary Examination Report (PhD only)- You will prepare the form for all **committee members**, and every committee member will complete, sign, date, and submit the forms to your faculty advisor following completion of your preliminary exams. Your faculty advisor will submit these forms to the FNR Graduate Student Coordinator.

FNR GC-7 Final Examination Report – You will prepare the form for all **committee members**, and every committee member will complete, sign, date, and submit the forms to your faculty advisor. Your faculty advisor will submit these forms to the FNR Graduate Student Coordinator.

Additional Graduate School Forms – The Graduate School has additional electronic forms that must be approved and signed by all **committee members**. You are **NOT** responsible for the completion of the forms. The FNR Graduate Student Coordinator monitors the approval process after the completion of your exam(s) to ensure that all FIRM deadline dates are met.

Other

FNR GC-6 – This is the ONGOING activities report. You will be required to submit the completed form with all activities from the start through the last semester of your degree program. You will add to this document every semester, so that you are certain to include all activities instead of trying to remember them when completing the form as part of your last semester tasks. Some students choose to turn this in to the FNR Graduate Student Coordinator every semester. Your **faculty advisor** will sign off on the FINAL form around the time of your thesis/dissertation defense.

FNR GC-8 – If you are or have served as a TA for one or more courses, this form must be completed by the **instructor of record**. It is best to submit these to the instructor of record a few weeks before the end of the semester you are serving as a TA. The completed, signed, and dated form(s) need(s) to be submitted to the FNR Graduate Student Coordinator at the end of the semester that you complete the TA assignment. Submission of the FNR GC-8 is a requirement.

Proposals & Preliminary Exams

The exact format of the proposal and preliminary exam may vary depending on your primary advisor and examining committee. Many advisors suggest following proposal guidelines set out by major funding agencies (NSF, EPA, NIH, etc.). In general, the proposal should be broken into several sections that include a thorough literature review, rationale and methods for each experiment/ chapter/ test, preliminary results, broader impacts, and references. Generally, the research proposal is completed around the same time as the Plan of Study is submitted (end of 2nd semester for Master's students and end of 3rd semester for PhD students). Once completed, **FNR GC-3** will need to be filled out by each member of your committee and returned to the FNR Graduate Student Coordinator.

Only PhD students are required to complete preliminary exams. The purpose of the preliminary exam is to “evaluate the breadth and depth of a student's knowledge, to ascertain how well he or she can apply that knowledge, and to determine whether the examinee is qualified to progress to candidacy”. The preliminary exams are taken after all or most courses in your Plan of Study are complete and after the research proposal has been written and approved by your committee. These exams are comprehensive and do not have to be focused solely on your research topic. FNR provides a basic framework on the structure of preliminary exams (<https://ag.purdue.edu/fnr/Pages/gradexampolicy.aspx>) however, there is still room for flexibility in the administration of the exams. All preliminary exams must be scheduled through completion of form **GS-8** no less than **two weeks** prior to testing (The Graduate School suggests one month prior to testing). Exams must be completed with a passing outcome at least **two academic sessions** prior to graduation.

Preliminary exams consist of two parts – the written and oral examinations. The written exams must be completed at least **two weeks prior** to the oral exam. Your examining committee need not be identical to your advisory committee but must include at a minimum three members of the graduate faculty. The format and content of these components is up to the individual examiners. Generally, written exams are administered over a one-week period with questions from one examiner per day. The content and limitations/ approval of use of outside materials is up to the individual examiner. Written exams must be passed before proceeding to the oral examination. The oral exam should not exceed a two-hour period. Often, it consists of questions meant to follow-up or clarify answers from the written exams as well as covering new material. Like the written component, the scope of questioning is not restricted to your dissertation topic. The use of notes/ outside materials may or may not be permitted at the discretion of your examining committee.

At the completion of both the written and oral components, you will be given one of four possible outcomes: unconditional pass (student becomes a Ph.D. Candidate), conditional pass (once specific requirements met, a passing grade is assigned; no need to retake; Student becomes a Ph.D. Candidate), conditional fail (specified conditions must be met before retaken), or unconditional fail (Student is dismissed from graduate program). Upon completion of both components of the preliminary exam, each member of the examining committee must complete FNR GC-4 and return it directly to your primary advisor who will submit them to the FNR Graduate Student Coordinator.

What to expect during a thesis/dissertation defense (a.k.a. Final Examination)

The major themes seem to be to (1) prepare well in advance, (2) practice giving your presentation and answering tough questions, and (3) relax and communicate your knowledge during the defense.

Dr. Rick Meilan offers a very good 'Oral Exam Preparation' course (**FNR 691**) where he and your classmates take turns questioning you about your area of expertise. The time commitment outside of class is minimal, and it can be great practice for extemporaneous speaking. MS and PhD students are welcome. The course typically meets for several hours once per week for the first half of the spring semester.

Sage advice from FNR Graduates Who Have Been Through It:

Preparation

- *For my project, I thought about the system (freshwater, Great Lakes), subject (freshwater fish, yellow perch), question (behavior, trophic ecology), techniques (stable isotopes, morphology), statistics (assumptions, tests used, alternate tests), and interpretations/conclusions (what could I say about results, what needed more data). To me, this would have been stressful to do the last few weeks before my defense, so I worked on it for nearly a year. I made the outline and filled stuff in over time. As I was writing, I would note helpful papers and figures to help my case. I took the time to answer basic and broad questions, not just specifics on my project*
- *Informal preparation includes keeping prior committee meeting notes, reviewing manuscripts (both your document and literature you reference), having your results organized/easily accessible, etc.*
- *Imposter syndrome can be very real throughout your graduate program, even at the end. So take a moment, remember where you are, the work you've done, and that you belong in the FNR graduate alumni community.*

Defense - Closed-door interrogation (bright lights and polygraph optional)

- *Your advisor runs the show, so I would have a conversation with them beforehand. Ask about the format and questions to expect. When they start asking questions, listen. Listen carefully. Review the question and make sure you understand it. Feel free to rephrase it back to them if you aren't sure. You can ask them to repeat it and you can say you don't understand - it really is okay (sometimes they ask silly questions). Then, answer the question they asked and nothing more. If you start volunteering more information, then that opens them up for further questions. If you're comfortable with the info, then by all means go for it. If not, stop talking once you've answered their question. It's alright to say you don't know,*

too. And don't be afraid of space. They may wait to see if you ramble or maybe haven't decided what their next question will be. Don't bite. Wait until they have another question. Along with preparing the document mentioned above, it's a great idea to have extra slides after your presentation. This is usually extra data that didn't make the final cut. I had other isotope/ morphology relationships, different statistical results, and plots of data grouped different ways. After presenting a couple times you'll learn what questions may pop up and having a slide shows that you've thought about it before.

- Articulate your thought process. Similar to a quote by Neil deGrasse Tyson, "I can guarantee you that the most important moments of your life are decided not by what you know, but by how you think." Talking through your thought process as you answer questions is helpful. Taking a moment to process the question is okay. A pause or moment of quiet helps you respond rather than react to the question. That being said, rather than sitting in prolonged silence while you think through your response, try to talk through your thought process so your committee can "see" what you're thinking. Otherwise your committee is in the dark and they aren't sure if you're zoning out, thinking through your answer, lost in the question, or killing time. If you are stuck or lost, it's likely that your committee wants to help you through the process. View your committee as your team. Most likely, especially in FNR, they want to see you succeed and as your teammates, they are there to support you.
- Body language shows and tells a lot. Want to appear relaxed, confident, prepared, not aggressive or over-confident.

Pay Schedule

Purdue recently transitioned to bi-weekly pay schedule for all graduate students.

You'll receive payment every other Wednesday starting from the second or third week of the semester, depending on the semester start date. For up-to-date payroll calendars, visit <https://www.purdue.edu/business/payroll/Calendars/index.html>

Contacts:

If you are not getting paid, talk to Theresa Baker (EMAIL) in the FNR Business Office. She will help you!

For information on your pay and how it was calculated: Linda Baer, assistant director of HR lbaer@purdue.edu

Resources for Financial Assistance

- Purdue provides an "emergency loan" for up to \$800, but these must be repaid within 30 days.
- Let your adviser or a mentor in the department know if you are dealing with financial hardships. They may be able to help you find support.
-

Off-campus resources?

Healthcare

Purdue offers subsidized healthcare for graduate students on any assistantship through Academic Health Plans. To maintain coverage, you make monthly payments through your online AHP account, either by bank transfer or credit card (for a \$2.50 fee). Payment rates may vary annually, but here is a summary of the plan costs and coverage as of 2019/2020.

2019-2020 PREMIUM COSTS AND COVERAGE PERIOD	
Coverage Period 08/01/2019 to 07/31/2020	Monthly
Student	\$ 47.67
Student & Spouse	\$ 258.42
Student & Child	\$ 258.42
Student, Spouse & Child	\$ 469.25
Student & Children	\$ 469.25
Student, Spouse & Children	\$ 680.00

BENEFIT CATEGORY	Network Provider	Non-Network Provider
	Payments are based on the Allowed Amount	Payments are based on the Allowed Amount
Hospital Room and Board Expenses	90%	70%
Inpatient/Outpatient Surgery	90%	70%
In-Office Physician Fees	90%	70%
Emergency Room Services Copayment waived if admitted Deductible applies	90% after a \$50 Copay per visit	90% after a \$50 Copay per visit
Prescription Drugs <u>Purdue University Pharmacy (PUP):</u> \$10 copay for Tier 1 \$20 copay for Tier 2 and 3 \$50 copay for Tier 4 Can obtain up to a 90-day supply (including birth control) at PUP, with the exception of Tier 4 drugs (up to a 31-day supply).	<u>Pharmacies contracted with Anthem RX:</u> Tier 1 - Greater of 30% or \$20 Copay Tier 2 and Tier 3 - Greater of 30% or \$40 Copay Tier 4 - \$50 Copay (must use IngenioRx) Can obtain up to a 31-day supply per prescription	N/A
Preventive Care Services	100%	N/A

BENEFIT MAXIMUMS & DEDUCTIBLES	
Benefit Maximum	Unlimited, per Insured Person, per Policy Year
Deductible	Network Provider: \$200 per Insured Person, per Policy Year Non-Network Provider: \$400 per Insured Person, per Policy Year
Individual Out-of-Pocket Maximum	PUSH and Network Provider: \$1,500 per Insured Person, per Policy Year Non-Network Provider: \$3,000 per Insured Person, per Policy Year
Family Out-of-Pocket Maximum	PUSH and Network Provider: \$3,000 for all Insureds in a Family, per Policy Year Non-Network Provider: \$7,000 for all Insureds in a Family, per Policy Year

For more detailed information and links to a searchable list of prescription drugs covered, see https://purduega.myahpcare.com/benefits?_ga=2.28440127.289108005.1575225699-637626573.1570539637

Healthcare **includes a vision plan** with the following coverage:

Benefit	Description	Copay
WellVision Exam	Focuses on your eyes and overall wellness Every calendar year	\$5
Extra Savings	<p>Glasses and Sunglasses</p> <p>20% savings on complete pair of prescription glasses and sunglasses, including lens enhancements, from any VSP provider within 12 months from your last WellVision Exam.</p> <p>Contacts</p> <p>15% savings on a contact lens exam (fitting and evaluation)</p> <p>Laser Vision Correction</p> <p>Average 15% off the regular price or 5% off the promotional price; discounts only available from contracted facilities</p>	N/A

Purdue also offers grad student **Dental Insurance**, but a separate enrollment is required. For a single insuree, plan costs range from about \$12 - \$20 per month. Expenses increase for covering dependents. For pricing details and enrollment information, see <https://www.purdue.edu/hr/Benefits/gradstaff/gradDental.php>. You can elect to have payments deducted from your paycheck, which will be taken every two weeks.

Enrollment Process

Graduate students who elect to have healthcare coverage must re-enroll in the plan **every year**. For medical insurance, this process can be completed through your AHP account during the **open enrollment period**. (You will be notified via email at the beginning of the academic year). The general enrollment process is as follows:

During open enrollment period, Go to purduenga.myahpcare.com and click on **Enrollment**. Then click on the **red underlined link** under Medical Insurance. This should take you tot the Academic Health Plans platform.

Sign into your AHP account or create a new one. Then **Start a new enrollment session**. You will be prompted to agree to terms and conditions.

Select your plan type and credit hours, and then your payment option. You'll then have the option to add dependents. The last step is to enter your demographic information. You'll be prompted to

To enroll in a Dental Plan, you'll go to [OneCampus Portal](#) and click on the **Benefits Enrollment** box. You'll be prompted to login to your Purdue account (use BoilerKey here).

On your homepage, click on the gold box at the upper right to **Enroll in Voluntary Benefit Plans**. Click on Manage Your Benefits Scroll down to Dental and follow the prompts to select your plan.

Your Delta Dental ID number will be your PUID without the first zero.

Purdue Resources

The **Purdue University Student Health Center (PUSH)** offers free office visits for illness or injury, or for your required vaccinations. Some services require a copay of \$15, but the healthcare plan is accepted.

PUSH regular hours are Fri 8 am – 5pm on weekdays. You can make most appointments online through the [Patient Portal](#) and clicking on Appointments via the menu to the left.

Counseling and Psychological Services (CAPS)

If you are in need of private and consistent counseling or therapy, Purdue Counseling and Psychological Services (**CAPS**) offers students **12 sessions per year with a licensed therapist**, depending on need. CAPS seems to be making efforts to improve the availability of their services and accommodate more students. It is worth contacting them to schedule an initial consultation. More information about getting started with CAPS can be found here: <https://www.purdue.edu/caps/services/therapy/index.html>

Another on-campus option is the **Purdue Counseling and Guidance Center located in Beering Hall (Rm 3202)**. You can schedule an intake appointment with them or try walking in during their office hours, Mon-Fri, 8 am to 5 pm. [Visit their website](#) to see whether their services could meet your needs.

Mental Health – Off Campus

[This page lists a number of off-campus providers who accept Purdue's health insurance plan](#). You'll need to call around to see whether anyone is taking new patients - many community resources are often saturated.

Modern Mental Health (located in West Lafayette) takes Purdue Insurance. Your deductible is \$200 (which covers 2-3 sessions), after which you will pay \$9-12 per session, depending on whether you take up the full hour allotted. Therapists here tend to be younger, but experienced with a wide-range of mental health challenges including depression, grief and trauma, self-worth concerns, anxiety, identity issues, mood regulation, ADHD or OCD coaching, phobias, relationship difficulties, body image and disordered eating, personality dynamics, and gender and sexual identities (including writing letters for surgery). [Visit their website for more information about individual counselors/therapists and to request an appointment](#). You may be put on a waitlist, but due to the high demand for CAPS services, it is worth waiting!

Travel

Your supervisor's approval is required to travel for Purdue. Make sure you have discussed funding sources for your trip, whether meals will be covered, and expectations for what will be accomplished before/during/after the trip with your advisor.

In general, it is wise to run your travel plans by Jennifer (business office) ahead of time. This is especially true for international travel. She is very nice and will help you work through any irregularities. Try to meet her during her office hours, which are posted on her desk.

Travel Training or use of QRC's on Concur should be done prior to travel. They can be found here: <https://spa2010.itap.purdue.edu/Business/businessatpurdue/Pages/travelexpense.aspx>

Obtaining a travel card

The travel card is useful for paying for large purchases. Talk to Jennifer about obtaining one. It is an easy form to complete but can take several weeks to be processed.

There are two general approaches to take with travel expenses: either put your expenses on a Purdue credit card or pay for things yourself and be reimbursed after. You can also use the Purdue card for large expenses (hotel, flight) and pay for food and incidentals yourself. There are advantages to both: you can rack up credit card points by using it for flights, hotel, etc... but then you do have the potential stress of a large balance hanging until you level up the charges after the trip takes place. Reimbursement only takes about a week after the trip report has been submitted in Concur.

Travel Requests and Expenses

The timeline for travel requests varies based on where you are going:

- Concur Travel Request needs to be completed at least 2 weeks prior to the trip for Domestic travel outside of the following states – Indiana, Illinois, Ohio, Kentucky or Michigan (Those states are considered to be Blanket travel and do not require prior approval with the travel request to travel).
- Concur Travel Request needs to be completed at least 4 weeks prior to travel for International travel.

Naming convention for each Travel Request/Travel Expense Report should be: FNR/Your Name/City that you are traveling to/Date of travel. In Comment Section, list the reason for the trip and any other pertinent information.

Car Rental

Renting a University Vehicle: Must be certified to drive through Risk Management. Form 1 – Transportation form, must be completed and signed off by the FNR Business Office. <https://www.purdue.edu/transportation/reservations/form1.html>.

FNR Vehicles: 2 Department available for checkout. The Dept. Impala can be reserved through Marlene Mann. The FNR Suburban can be reserved through Betty Barlow.

Faculty members and Lab trucks- usages depends on truck's availability and faculty member's permission for each lab.

Please note that all FNR Vehicles have a WEX fuel card that is to be used for fuel purchases on that vehicle. All receipts need to be turned into Jennifer Spitznagle at the end of each month and should have the Vehicle number and a funding source listed on each receipt.

Per Diem

Per diem rates vary by where you are travelling. Subtract meals that were provided to you for free (e.g. Purdue alumni receptions, hotel breakfast if included) and meals on personal travel days.

Personal travel

Take advantage of opportunities to explore! Personal travel is totally ok, just account for it responsibly. If you are flying somewhere and taking personal time, **make sure to obtain a cost comparison for the flights at the time of purchase.** It is nearly impossible to do that after months have passed and the flights have already taken place. You will probably have to pay the difference in fares if it would have been cheaper to return immediately after the work activity. Also, expect to pay for your own lodging and meals on personal time. This can all be accounted for in concur without too much pain, so have fun!

Funding Sources

Forestry & Natural Resources: \$350.00 for a 1-time usage per FY to make a presentation at a Conference or \$150.00 to network at a Conference of your choice (only one or the other is available per Fiscal Year). These monies are available/renewable at the first of each Fiscal Year – July 1.

Purdue Climate Change Research Center Grants: <https://ag.purdue.edu/climate/student-travel-grants/>

Graduate School Fellowships & Assistantship travel awards:
<https://www.purdue.edu/gradschool/funding/types-of-funding/grants/open-graduate-school-awarded-grants.html>

Purdue graduate student government (PGSG) Awards <https://www.purduegradstudents.com/grants>

- \$250, \$500, and \$750 awards distributed every month!
- Travel must occur 1-4 months after the submission deadline

Helpful links

Purdue Travel Card Training: <http://www.purdue.edu/business/travel/pdf/visatravelcardbasics.pdf>.

Travel Card Application:

http://www.purdue.edu/business/travel/pdf/Travel_Cardholder_Agreement_v2-Appendix_N.pdf.

Concur Travel QRCs and training

<https://spa2010.itap.purdue.edu/Business/businessatpurdue/Pages/travelexpense.aspxPurdue> Travel – Policies and questions on Travel: <http://www.purdue.edu/business/travel/>.

Purdue Travel rules when combining Personal travel with Business:

<http://www.purdue.edu/business/travel/Transportation/costcomparisonrequirements.html>. Same Day travel: <http://www.purdue.edu/business/travel/Subsistence/subsist2.html#sameday>.

Department Resources

Buildings

The main buildings for the FNR department are Forestry (FORS), Pfendler Hall (PFEN), Forest Products (FSPD), and Whistler Hall (WSTLR). Some students may also have offices or labs in Lilly Hall.

Staff & Offices

- The Office of Student Services (OSS) is located in PFEN G003. Tami Conn and your grad student coordinators have offices here.
- The Ag Extension and Outreach office is located in FORS 107. You can find Telaina Minnicus and Diana Evans here.
- Obtain most building/ lab keys from Andy Coursey (acourse@purdue.edu, PFEN G079)

Logistics

Printing

Normal Printing

Any FNR student can print to the **large copier/printer in the copy room (FORS 213A)**. The copy room printer can also be used to scan and copy pages. To do this, you can save your file to a thumb drive as a **PDF** and bring it to the copy machine. The interface is pretty straightforward, so navigate to your file and select the printing options you like. **Color printing is available from this machine.**

Most graduate student offices or labs have individual printers that you can connect to on a personal or Purdue computer via network connections. These printers typically have instructions posted on or near them, but you can also find instructions on Purdue's GoldAnswers site.

For a PC: https://support.purdue.edu/tmp/_alldesc_8911.html

For a Mac: https://support.purdue.edu/tmp/_alldesc_79254.html

Printing is also available all over campus via the **Purdue print stations**. To access these stations, you can either log onto a Purdue desktop on the ITaP server (any library and most computer labs) or you can access the printers directly from your laptop. Since the instructions on how to do this change every time the server migrates, go to the [GoldAnswers webpage that discusses this](#) (and will hopefully stay up to date).

You'll print to the server and then go to a print release station to sign in and print. Most print release stations are black and white only – look up the current locations of color printers on Google if you need color. **You have a certain quota of pages you can print each semester – it's a lot.**

Poster Printing

The easiest way to print a poster is in the **second-floor computer lab in Pfendler**. This is a classroom, so make sure you find a time when the space is open for general use. Additionally, like most plotters, this one has a habit of breaking fairly regularly, so **plan far enough ahead to go to UPS or another print shop if the FNR plotter is broken**. To use the Pfendler plotter:

1. Put the file in PDF form on a USB

2. Go to the second-floor computer lab (PFEN 202) and insert the USB into the plotter.
3. It should ask you to select a file, after which it will take 10-20 minutes to print your poster. If you have an unusually shaped poster, or if the plotter is feeling moody that day, you may have to trim the edges.

Reserving rooms

There are a variety of ways to reserve rooms on campus. These are separated out into categories here.

1. Reserving rooms within FNR (PFEN, FORS, FPRD, WSTLR)

The easiest way to reserve these rooms is to ask Telaina Minnicus (tminnicu@purdue.edu) in the extension & outreach office (FORS 107) if and when a room is available. She can make a reservation according to your needs and send you a confirmation.

Major conference rooms you can reserve for meetings or department events include FORS 208, FORS 205A, PFEN 120, and WSTLR 116.

2. Reserving classrooms (large or small)

Essentially any academic space on campus is available to be reserved, most often by clubs or faculty. Technically, any student can reserve a publicly available space for almost any reason, but check to make sure that it's a reasonable space for your needs and admin might suggest you move if you pick something too large or too small. This can be done through the same Scheduling Assistant service you use to schedule classes, but instead of "My Schedule" you go to "Events."

Some buildings have special rules about who can reserve things when (Lawson, WALC, PMU) – pay attention to this when reserving.

Many facilities will charge a fee if you reserve something late at night or on the weekends – they have to send in special staff to lock up after you. This should be noted on the confirmation, and you can cancel for free if you accidentally reserve a space with a fee.

3. Reserving space in campus libraries

The campus libraries have a variety of meeting spaces available that tend to be underused and really nice. You can locate them and reserve them through the libcal service ([add link here](#)).

Tech Support

AgIT provides technical support for College of Ag departments and buildings. You can contact them via phone or email, and their information can be found [on their website](#). They are generally more responsive than Purdue's ITaP, especially when there is a major network outage or update that messes with everyone's machine, and ITaP will typically refer you to AgIT anyway.

If you are using a Purdue-owned machine, AgIT will generally want to 'take control' and fix an issue for you, but this is a pretty fast process and you can stay on the phone and watch them work the whole time. **You must request administrative privileges on a Purdue-owned machine to download unlicensed or open-source software.** Occasionally, not even admin privileges will let you install software from "unknown publishers." In this case, [submit a request with AgIT](#) and they will help you install it if it's necessary for your research.

Purchasing

For Research or Lab Supplies

All research or lab-related purchase requests need to go through the College of Ag purchasing/business office. **To submit a purchase order request, complete the following Qualtrics form:**

https://purdue.ca1.qualtrics.com/jfe/form/SV_cFUkGFDv09zytZb

You will need to know your funding account number, and the catalog #, quantity, and unit price from your vendor.

Purchases from Amazon or other similar online vendors should be made by emailing an Excel purchasing form with any links you have for an order to agpurchasing@purdue.edu. If you email the form, the subject line of the email should list FNR/Your last name/Vendor name.

The FNR Business Office still has 3 check-out purchasing cards for the Departmental use. This procedure may change in the near future. Complete an Excel Purchasing form and make sure you list the funding source and **have your advisor sign off on the form**. If your advisor is unavailable, send an email to agpurchasing@purdue.edu outlining the funding and the advisor's approval. **DO NOT ALLOW ANY VENDOR TO CHARGE SALES TAX TO A PURDUE CREDIT CARD.** Purdue is tax-exempt. Purchasing an item with sales tax will result in a time consuming and frustrating effort on your part to get the tax refunded. You, the vendor, and the business office will all spend time on this easy mistake. Even for sales tax of a mere 40 cents.

For Office Supplies

For basic office supplies (pens, notebooks, highlighters, staples etc.) ask Telaina Minnicus if you can grab some from the **closet in FORS 107** (extension & outreach office) - all of this is free for students to use.

For other supplies that need to be ordered work with Telaina Minnicus (tminnicu@purdue.edu) or Marlene Mann (mmann@purdue.edu). You will need your adviser's account number.

Kitchens & Common Spaces

There is a kitchen in PFEN that grad students are allowed to use. It is located on the second floor of Pfendler. Ask around for the door code.

FORS common space is known as Durward's Den, located at FORS 112. There is a refrigerator, microwave, coffee maker, and some seating.

PFEN common space is known as Leopold's Landing, and it is located on the second floor atrium. There are some comfy chairs and a round table to sit/study at. You can also reserve this space for departmental gatherings or student organization events/meetings.

Mail

Receiving mail on-campus

Grad students are assigned mailboxes where they can receive Purdue-related and/or personal mail (but not packages). In Pfendler, the mailroom is across from PFEN 120 right next to the business office. It is worthwhile to check your mailbox there from time to time. Package delivery varies—it may be delivered to your desk or you may receive an email to pick it up from some office.

In FORS, these are located at the Copy Room, FORS 213A. Mailboxes are organized by room number, so locate your office space and your name should be listed. To receive mail here, your address will be:

Your Name
195 Marsteller Street (FORS) / 715 West State Street (PFEN)
Bldg, RM ###
West Lafayette, IN 47907

Boxes for shipping

The biochemistry building has free boxes if you need boxes for shipping or anything. The Biochemistry building is located across the street (S. university) from WSLR. WSLR is located right behind PFEN (it is connected to PFEN). Boxes can also be found by the chem supply room in LILY. Enter LILY by the side door nearest Pfendler and head downstairs; take the first left.

Community Resources

Free things to do and see

1. Wabash Heritage Trail: A really great trail network that runs on both sides of the Wabash. Runs all the way to Prophetstown when construction isn't happening on the Sagamore Parkway bridge. Fair warning, can get REALLY muddy after a big rain or a wet spring.
2. Murdock Park – Disc golf! And just a nice set of trails (mostly just one big loop) right off 18th St in the heart of Lafayette
3. McAllister Park – One of the nicer sets of trails in town – good for running and a few are good for road biking.
4. Celery Bog and Happy Hallow: two parks in WL with paved trails. Both are on bus routes.
5. CoRec – With your students fees, you get membership to the Cordova Rec Center on residential campus. It's a huge, beautiful gym facility with a climbing wall, boulder wall, pools, diving well, basketball courts, racquetball courts, hot tubs, running tracks, almost anything you could ask for. It's new as of the last decade and still mostly state-of-the-art. Best of all, it's free. Can get crowded at the beginning of the semester, especially after New Years Resolution season. Busy in the evenings. Mornings and during the workday tend to be ok.

Things to do and see (for \$\$)

1. Intramural sports
 - a. There are intermural sports for almost every sport imaginable. Look at the CoRec website for more info.
2. Prophetstown State Park
 - a. Just north of town, a really nice trail system. Not usually too crowded. Farthest east stretch of tall-grass prairie in the US. Only tall-grass state park in Indiana. Can buy a year pass or day pass. Also only like \$2 or something to bike in. Also lots of free days.
3. Turkey Run and Shades State Parks
 - a. More well-known state parks south of Lafayette. Really beautiful. For those missing topography in the corn-scape, go here. Nice (small) canyons and other rock formations. Same costs as Prophetstown.
4. Indiana Dunes State Park: Beautiful beach on Lake Michigan. Entry fee and a drive, but worth a summer day!
5. Merlin's Beard
 - a. Board game bar – pay to play all night, then just pay for your drinks and food.
6. Purdue sports
 - a. To buy student tickets, you'll need to call the ticket office in April or May of the year before. You can buy a universal ticket for all sports except volleyball and basketball – those are a little extra, but the student tickets sell out, so that's why you need to call by April or May. Volleyball sometimes doesn't go on sale until August – they can't seem to decide whether or not to make that rule permanent.
 - b. Basketball – Mackey Arena – Frequently one of the better men's teams in the country; historically one of the best women's programs but been a bad few years (as of 2019). Mackey is one of the best places to watch a basketball game in the country. Can be a bit pricey for big games unless you buy student tickets.

- c. Volleyball – Holloway Gym – One of the best volleyball programs in the country. Big Ten is head and shoulders above the rest of the country in volleyball, so you see world-class games. They recently installed A/C, which makes it much easier to sit through games.
- d. Football – Ross-Ade Stadium – Middle-of-the-pack Big Ten football. Nice venue.
- e. Baseball and Soccer – Out northwest of campus is the baseball, soccer, and tennis complex. I'm not sure observers can buy tickets for tennis, but baseball and soccer are a cheap way to enjoy an evening. Not too crowded, usually.

Food and drink (a primer – not a comprehensive list by any means)

1. Restaurants

a. Campus (and the Levee):

- i. Bruno's: One of several great pizza joints. In the style of an Alps ski lodge. Serve all things Italian food.
- ii. Puccini's: Another popular pizza place – really good for gluten free and other dietary restrictions.
- iii. Basil Thai: Best Thai food in town (if it survives the eviction from Chauncey Hill mall – TBD as of August 2019)
- iv. Maru Sushi: Best sushi in town, also serve a variety of Japanese dishes
- v. Peppercorn's Kitchen: Chinese food – our resident Chinese-food expert (Zelin) says it's the best she's had in town.
- vi. Nine Irish Brother's: Irish restaurant (of course, with Guinness) – great food, not vegetarian-friendly
 - i. Triple XXX – old school burgers, root beer, breakfast all day. Featured on Food Network's *Diners, Drive-Ins, and Dives*. Cash only

b. West Lafayette:

- i. The Bryant Food and Drink Co
- ii. Thai Essence
- ii. Kimchi Korean Restaurant – wonderful and authentic!

c. Lafayette (most of this is downtown, but Lafayette is a city of 80k-90k. The east and south sides have other good options):

- i. La Scala: Best-known local Italian food. A little higher end, but not too pricey.
- ii. Lafayette Brewing Company (LBC)
- iii. Chumley's: Sports bar in the heart of downtown. Pretty good food, not a bad beer selection. Mondays and Thursdays are Schooner nights – basically a big glass chalice that you buy once and can fill for like \$2 forever.
- iv. Bru Burger Bar
- v. Sgt. Preston's: Big lodge-style restaurant and bar with pretty good American food

2. Bars

a. Campus (and the Levee):

- i. Harry's Chocolate Shop: the campus tradition – a dive, but a well-loved dive. Just off campus by Rawls. Pretty good lunch, great fried banana peppers. Undergrads on weekends and evenings.

- ii. The Pint: Down the hill, the best selection of beer in town. A taproom that specializes in rotating their selection regularly. No food, but you can bring in carryout. A good place for low-key meetings that require alcohol.
- iii. 1896 Tap Room: Small, simple tap room in the Union. Tends to carry People's. Good beer, pretty good food. Doesn't seem to get as much love because it's in the Union, which means it's usually quiet and another nice place for low-key meetings.
- iv. Brother's: The other more low key campus bar – good deals and good food. Lots of undergrads on weekends and evenings.
- v. Neon Cactus: The only real dance club in West Lafayette – watch for special events like Latin Nights. Cheap drinks with a \$5 cover on Thursdays – very crowded with undergrads. Tends to be less undergrad-heavy the rest of the week.
- b. West Lafayette:
 - i. Brokerage Brewing Co: Only one of note in West Lafayette.
- c. Lafayette (most of this is downtown, but Lafayette is a city of 80k-90k. The east and south sides have other good options):
 - i. The Spot: the only hipster bar this side of probably Indianapolis
 - ii. People's Brewing Co: The oldest (I think) and best-known brewery in town. Have some seating in the taproom and on the patio, nice place for a chill evening. Have some board games. Have a food truck once a week. Growler fills, etc.
 - iii. Teay's River Brewing: Nice taproom/restaurant with outdoor seating and a good menu. Beer was pretty good, haven't tried all of it. I believe they offer Growler fills. The patio is very dog-friendly, too!
 - iv. Black Sparrow: Also a restaurant, especially on the first Saturday of the month when they serve a legendary brunch. People line up for blocks. Popular with FNR for post-defense celebrations.
 - v. The Vault: Pool hall – that's its only claim to significance
 - vi. Cellar 422: The only wine bar in Lafayette!

The basics – where to go

1. Groceries
 - a. Traditional American Groceries: Payless (Kroger brand), Aldi's (bring your own bags and a quarter for a cart). Meijer, Walmart
 - b. Fresh Thyme: one in WL and one on the east side. Some natural/organic brands, more vegan options than Payless. Tend to be more expensive than other options, but they have good sales on produce and their name-brand stuff is cheap. Great bulk section
 - c. City Foods Co-op: only grocer downtown (fresh produce and sometimes meat, I think)
 - d. Sunspot Natural Store
 - e. Chinese grocery: There are several, but I always went to Hana Market on the north side of West Lafayette – I believe Zelin goes to the one near Yeager Road, so perhaps trust her judgement.
 - f. Khyber Super Market: I think mostly Arabic things, one of the only places in town to get halal meat
 - g. Better World Market
2. Food Banks/Pantries
 - a. Food Finders Food Bank
 - b. Ace Food Pantry (on campus)

3. Hairstylists (note men's or women's)
 - a. Bernadette's Babe Shop – Cute, hip barber shop for women and men on Main and 3rd street in Downtown Lafayette. Offers beer while you wait, and you get a scalp massage if they wash your hair. Rizzo is amazing for curly hair.
4. For pets
 - a. Pet stores
 - i. Buckle's Feed Depot: Local store on 5th street just south of downtown. Limited selection for cats, but good for dogs, bird feeders, horses, and other farm animal supplies.
 - ii. PetValu: relatively boutique pet store and groomer, good natural/healthy options, large selection for both dogs and cats. Located in the shopping center on the side of Payless.
 - iii. Several chain pet stores on the east side
5. Vets
 - a. All-pets animal clinic: Great older vet – has strange hours, but is always really good with the animal and very knowledgeable.
 - b. Petersburg Pet Care in Lafayette. They are a little bit expensive but have a great staff.
 - c. Paw Prints Animal Hospital in Lafayette. Great vets, welcoming & comforting atmosphere. Several vets are Purdue grads.
 - i. Phone: [\(765\) 474-2454](tel:(765)474-2454)
 - ii. Address: 2917 Old U.S. 231, Lafayette, IN 47909

Lafayette/West Lafayette Information

Transportation

City Bus: <https://gocitybus.com/maps-and-schedules>

Amtrak Train Station: <https://www.amtrak.com/stations/laf>

Reindeer Shuttle (to Indy Airport or Chicago Ohare): <https://www.reindeershuttle.com/>

Lafayette Limo (to Indy Airport): <https://www.lafayettelimo.com/>

Bike and scooter shares can be found around town. To sign up and view pricing plans, see:

<https://www.spin.app/>

<http://bike.zagster.com/purdue/>

Health

Hospitals

- Indiana University Health Arnett: <https://iuhealth.org/find-locations/iu-health-arnett-hospital>
- North Central Health Services: <https://www.nchsi.com/>
- River Bend Hospital: <https://www.nchsi.com/#river-bend>
- Franciscan Physician Network Pediatrics West Lafayette: <https://www.franciscanhealth.org/healthcare-facilities/-148>
- Lafayette Heart Institute: <https://www.franciscanhealth.org/>

Volunteering

Volunteer Match:

<https://www.volunteermatch.org/search?l=West%20Lafayette%2C%20IN%2047996#k=&v=false&s=&o=distanceBand&l=West+Lafayette%2C+IN&r=20&sk=&specialGroupsData.groupSize=&na=&partner=>

United Way: <https://www.uwlafayette.org/volunteer-center>

YWCA: <https://www.ywcalafayette.org/get-involved/volunteer/>

West Lafayette Library: <https://wlaf.lib.in.us/volunteer/>

Lafayette Urban Ministry:

Big Brothers Big Sisters of Greater Lafayette <https://www.bbbslaf.org/>

- Essentially, the 'Big' sibling just serves as a positive role model and someone who the youth can talk to. BBBS can be a really nice way to turn your focus off academics and get another perspective on the Greater Lafayette community. BBBS requires a one-year minimum commitment. 'Big' siblings meet with their little brother or sister about once per week.

Events

Annual/Recurring West Lafayette/Lafayette Events:

<https://www.homeofpurdue.com/events/annualevents.html>

- Farmer's Market- May-October – Three locations offering fresh produce, dairy, meat and plants.
- Purdue Spring Fest- April – Gala Week, Bug Bowl, Horticulture Show and Veterinary Open House.
- Starry Night- September – An evening street festival with live music, art and creativity in the village.
- The Taste of Tippecanoe- June – Food, music and fireworks to benefit the culinary, performing and visual arts.
- Art on the Wabash- September – Outdoor juried art fair featuring artists from 15 area counties.
- Stars and Stripes Celebration- July – Patriotic concert followed by an amazing firework display at dusk.
- Wabash Riverfest- July – Voyageur canoe competition, kids activities, entertainment and educational displays.
- Tippecanoe County 4-H Fair - July – 4-H projects, animal competitions, carnival, tractor pull and more.
- Beers Across the Wabash- August – Taste an assortment of ales and lagers from 30 Indiana breweries.
- Global Fest- September – Celebration of ethnic diversity with food, music, crafts and traditions.

Housing

Leasing Offices

- PRF Residential Leasing Office: <https://www.prf.org/property/residential/>
- Smart Digs: <https://smartdigs.com/>
- Crestview Apartments/Leasing Office: <http://www.cv-apt.com/>
- Weida Apartments:
https://www.weidaapartments.com/?utm_source=gmb&utm_medium=kp
- Granite Student Living: <https://www.granitestudentliving.com/>
- Basham Rentals: <https://www.bashamrentals.com/>
- Morris Rentals: <http://www.morrisrentals.com/>
- Wabash Landing Apartments: <https://www.wabashlandingapartmenthomes.net/>

Apartment Search

- Apartments.com: <https://www.apartments.com/off-campus-housing/in/west-lafayette/purdue-university/>
- Apartment Guide: <https://www.apartmentguide.com/apartments/Indiana/West-Lafayette/>
- Zillow: <https://www.zillow.com/west-lafayette-in/apartments/>

Roommate Search

- Facebook: There are several Purdue housing groups. These can work well for finding short-term housing solutions (sublets) or roommates.
- Reach out to the FNR graduate coordinator for help; current FNR students often need roommates too!
- Whatsapp groups: There are several Whatsapp group links before the beginning of new sessions each year, where students post about subleasing their flats or when they need roommates. There is no specific group link name, but students can join through the referral links, posted at times in Facebook or other social media like Discord or Telegram.
- Telegram accounts: Students are welcome to search for roommates or vacant rooms in the telegram accounts, created by the FNR student groups, such as

Affordable Connectivity Program

- 30\$ per month towards internet with a qualifying provider (both metronet and xfinity/comcast do, not sure if there's any other providers in the area)
- You qualify if household income is below 200% of the federal poverty guidelines for your household size:

Household Size	48 Contiguous States, D.C., and Territories
1	\$27,180
2	\$36,620

3	\$46,060
4	\$55,500
5	\$64,940
6	\$74,380
7	\$83,820
8	\$93,260
For each additional person, add:	\$9,440

- See the link below for more information!
 - <https://www.affordableconnectivity.gov/do-i-qualify/>
- Apply, submit taxes/paystubs, and then you will receive an email, if you qualify, you can then contact your internet provider and have it added on

Well-Being

Counseling Services Outside of Purdue

- Therapists/Phycologist in the area: <https://www.psychologytoday.com/us/therapists/in/west-lafayette>
- Wellspring Counseling Center: <https://www.wellspringcenter.net/>
- Anisa Counseling Group: <https://www.anisacounselinggroup.com/>
- Calla Counseling: <http://www.callacounseling.com/>
- Arlington Counseling: <https://www.judysandylcsw.com/>

Physical (yoga studios, other gyms, rock climbing, running and cycling clubs)

How to make friends

General Advice