RIP TIDES

The Research Intensive Pedagogical Training of InterDisciplinary Estuarine Scientists

Grad Student Handbook

Fall 2017
Welcome to RIPTIDES MS degree program! For the record, the acronym stands for Research Intensive Pedagogical Training of Interdisciplinary Estuarine Scientists, which we acknowledge is a mouthful... Our jargon-laden name and its short form represent important challenges for science. We often speak in our own language and use acronyms that people outside our club don’t understand. And then we wonder why some people don’t understand our work or aren’t using our science to help make the world a better place. It turns out that even working with a scientist from another discipline can be challenging, for the same reasons. The RIPTIDES program aims to change this!

We invite you to become a skilled scientist with the ability to work across traditional boundaries. We know that the scientific approach to problem solving is powerful. But many of the environmental problems we confront today in the coastal zone and at sea involve much more than science, they are interdisciplinary in nature. In addition to science, they may involve law, governance, ethics, public health, environmental and social justice, economics and more.

Cultivating strong communication, collaboration and leadership skills are becoming increasingly important to working scientists and other professionals. We need to be able to work well together in teams with a diversity of skills and perspectives to successfully address the complex environmental problems of the coastal zone. We will be working to help you cultivate these skills, in parallel with your scientific skills, throughout the RIPTIDES program.

At the Romberg Tiburon Center, you will find a welcoming community of students, faculty and staff who are dedicated to supporting student success. We embrace the core values of SF State, which are: Courage, Life of the mind, Equity, Community and Resilience. We want to empower you to do great things by providing you with the opportunities and educational support you need to be successful!

Sincerely,

Karina Nielsen
RIPTIDES Contacts:

For questions about RIPTIDES, please contact any of the RIPTIDES team members:

**NSF NRT: RIPTIDES program questions:**

**Jonathon Stillman, Ph.D.**
Professor of Biology, RIPTIDES Principal Investigator
stillmaj@sfsu.edu
Office phone: 415-338-3790
Office: Building 36, 1st floor, #101C

**Graduate application, admission and program questions:**

**Ellen Hines, Ph.D.**
Professor & Associate Director, RTC
Graduate Advisor for the Masters program at RTC
Marine & Coastal GIS and Marine Endangered Species
ehines@sfsu.edu
Office phone: 415-338-3512
Office: Building 36, 2nd floor, #208

**General and administrative questions:**

**Adam Paganini, M.S.**
RIPTIDES Project Coordinator,
Marine Monitoring Specialist
paganini@sfsu.edu
Office phone: 415-338-3514
Office: Building 36, 2nd floor, #213
RIPTIDES Leadership Team

**Jonathon Stillman, Ph.D.**  
Professor of Biology  
Environmental Physiology  
RIPTIDES Principal Investigator  
415-338-3790  
stillmaj@sfsu.edu

**Karina Nielsen, Ph.D.**  
Director of RTC  
Professor of Biology  
Coastal Ecology  
RIPTIDES Co-Principal Investigator  
(415) 338-3713  
knielsen@sfsu.edu

**Tomoko Komada, Ph.D.**  
Professor of Chemistry  
Marine Biogeochemistry  
RIPTIDES Co-Principal Investigator  
(415) 338-3748  
tkomada@sfsu.edu

**William Cochlan, Ph.D.**  
Research Professor, Biology  
Senior Research Scientist, RTC  
Phytoplankton Physiology & Oceanography  
RIPTIDES Co-Principal Investigator  
(415) 338-3541  
cochlan@sfsu.edu
Overview of RIPTIDES

Research Intensive Pedagogical Training of InterDisciplinary Estuarine Scientists

Thematic and Educational Focus
Urbanized estuaries and coastal regions, where rising sea level, warming temperatures, and invasive species intersect growing human populations, intensifying development, and economically important activities, are among the most vulnerable to the pressures of disruptive global changes. Interdisciplinary STEM (science, technology, engineering and mathematics) professionals are needed to develop and implement evidence-based adaptation strategies and solutions that will harmonize human-built and natural environments to support coastal ecosystem and community resilience. RIPTIDES aims to prepare a new generation of masters-level graduates with the scientific and professional skills needed to enter STEM and STEM-allied careers that address adaptation, mitigation and conservation solutions for urbanized coastal areas confronting the effects of disruptive climate change. Students who graduate from the RIPTIDES program will be broadly trained to enter a variety of STEM and STEM-allied careers where strong scientific thinking, communication and leadership skills are important. Recruitment of trainees will intentionally focus on building a diverse cohort of students to support our goals of enhancing the creativity, problem-solving skills and success of our nation’s future STEM professionals.

General Expectations
RIPTIDES trainees are expected to grapple with the nature of interdisciplinary work, learn how to design and complete a scientific research project, and seize opportunities to practice and enhance their professional communication skills. The RIPTIDES program is designed to support you in completing your program on time and to familiarize you with professional norms and expectations so you can enter the next phase of your life successfully and have a positive impact on the world we live in. We will support each of you by providing feedback, advice and support each semester, complementing that provided by your primary faculty mentor. As in life, you or someone in your cohort will undoubtedly confront unexpected roadblocks, personal adversity or other challenges during your time in the program. We encourage everyone to be compassionate and supportive, and to persevere.

Program Elements
The RIPTIDES MS program combines coursework, an interdisciplinary research experience, and a professional internship to graduate MS students adept at working at the interface of science and society. The curriculum consists of the following five main elements:

1. **Courses and workshops** integrated to provide a comprehensive overview of global change impacts on urbanized coastal areas, as well as professional and communication skills;

2. **A professional internship** with a policy, management or public education organization so that students experience firsthand how organizations outside of academia use scientific information;

3. **An independent research project** on a topic germane to the research fields that form the intellectual core of RIPTIDES participating faculty;

4. **A teaching experience** through a teaching assistantship (or another approved teaching experience); and,

5. **Dedicated advising** sessions and established benchmarks throughout the program to support student success and professional development.
Organization of the RIPTIDES program

Formal coursework will introduce students to interconnected aspects of estuarine and coastal processes, biotic responses, critical habitats, human impacts, and resource management issues associated with global change. Graduate seminars will emphasize critical reading of relevant primary literature. Workshops will address professional skills, scientific communication, scientific writing, data analysis, ethics and budgeting.

RIPTIDES trainees will receive training to enable them to reach diverse audiences through effective communication and education, and support policymakers in translating science to inform decisions. A professional internship is a key component of that training. Trainees will also be mentored in conducting cutting-edge research projects that examine impacts of global change and that illuminate fruitful areas for action in developing solutions.

The RIPTIDES program is formally offered through the Interdisciplinary Master's degree program at SF STATE. The official requirements are articulated on the ATC form for our program (appended to this document).

RIPTIDES Coursework:
Please see Table 1 for course details

First semester core courses:
BIOL 708 - Scientific Methods for Professional Aquatic Scientists
MSCI 709 - Foundations in Global Change in Urbanized Coasts and Estuaries
These two courses are designed to introduce RIPTIDES trainees to a wide range of professional skills needed for conducting their thesis research and to get trainees thinking about the interdisciplinary nature of complex problems at the intersection of global change, marine and estuarine ecosystems, and societal needs and challenges.

Graduate electives:
The two required graduate electives can be taken any semester, but we strongly recommend that the electives be completed by the end of Semester 3. Please discuss the electives most appropriate for you with your advisor. It is required that at least one of the two electives be a graduate seminar course. You are free to take additional electives, but they are not required for graduation.

BIOL 883 – Seminar in Marine Science - “Current RTC Research”
This course is the research symposium seminar held every Wednesday from 3:30 pm-4:30 pm at RTC, and includes cookies and coffee beforehand, and socializing afterwards. The weekly seminar includes invited guest speakers, and RTC grad students (including you) who give Research-in-Progress talks (ideally in your 2nd or early 3rd semester). You should enroll in the BIOL 883 course at least twice during your four semesters. Enrolled students are required to have lunch with invited speakers (lunch is provided).

Important note: The weekly seminar is an important aspect of the intellectual and community culture of the RTC. There is a professional expectation that students and faculty will make every effort to attend the weekly seminars, whether or not they are enrolled in the course. Of course, there are occasional conflicts with travel, conferences, other courses, etc. But you should aim to attend every week’s seminar, as possible, even if the topic is not central to your immediate research interests. In our experience, you will find that there is always something useful to take away from each week’s seminar.
MSCI 788 – Professional Internship in Marine and Estuarine Sciences
The internship experience is meant to give students experience in the use or translation of science or scientific thinking in a non-academic work setting. Students and internship sponsors will be matched based on mutual interests and the availability of internship opportunities. Internship sponsors will participate in a brief training to orient them to the objectives of the RIPTIDES program and the expectations for the internship experiences. At the start of the course, sponsors will provide a description of the project(s) they have available for intern(s) to work on. Interns will also be provided with guidance on their professional responsibilities as an intern. There is no expectation that the internship experience be linked to the thesis research project, but in some cases the internship activities could form a core or an extension of the thesis project. Though RIPTIDES trainees will complete only one internship, weekly group meetings will be designed with the goal of sharing things learned in each trainee’s internship across the entire class.

BIOL 716, MSCI 717, MSCI 718 - Writing and Professional Skills Workshops:
These courses provide a structured environment for making steady progress on writing while receiving peer- and mentor-feedback. Each course will focus on writing specific program elements in accord with the semester in which they are taken. BIOL 716 focuses on writing the thesis prospectus. MSCI 717 and 718 focus on writing the main sections of the thesis manuscript, provide instruction in data presentation and statistical analysis, and provide guidance for professional development including applying for jobs and PhD programs.

XXXX897 - Research
During the first three semesters you should take research units under your Major Advisor in their department (e.g., BIOL897 if your Major Advisor is in the Biology Department). You will need to take 5 units of research in your first three semesters. We recommend that you take the majority of your 897 units in semesters 2 and 3.

XXXX898 – Thesis
During the fourth semester you should enroll in the Thesis course in whatever department your Major Advisor is from. Doing so requires that you have completed adequate 897 research units and that you have filed the appropriate paperwork on time. If the thesis is not completed during the semester in which the 898 course is taken, there is a one-semester “grace” period automatically provided. No tuition is due during the grace period. In some departments 898 is 3 units (e.g., Geography), whereas in others it is 4 units (e.g., Biology).
RIPTIDES Benchmarks:
*Please see Table 1 for timeline*

Although the plan of work for the two-year program is fast-paced, we are here to help you succeed! The arc of the program plan consists of coursework, an internship, designing a research project, collecting data, writing a manuscript, and giving an oral defense all within a four- to five-semester period. The RIPTIDES program has established five “benchmarks” over the program’s duration for the purpose of providing structured support for you to help you stay on-track in the fast-paced program. We expect you to meet these benchmarks with the encouragement and support of your classmates and your research mentor(s). Please ask for help early and often to access the support available to you.

Each benchmark assessment will be recorded by completion of a **BARGE** (Benchmarks And Research Goals Evaluation) form with faculty and RIPTIDES advisors at the following five time-points: 1) **end of first semester**, 2) **end of second semester**, 3) **end of first summer**, 4) **end of third semester**, and 5) **end of program (end of fourth or fifth semester)**. BARGE forms will be available on the RIPTIDES Cohort 1 iLearn collaborative site. Completion of these forms requires them to be filled out and signed by you and your committee and submitted to RIPTIDES project coordinator Adam Paganini by the date due. Any additional forms required will also be available on the RIPTIDES Cohort 1 iLearn collaborative site.

**Benchmark Timeline**

1. **End of Semester 1**:
   *Due 1/12/2018*
   **Benchmarks:** Completion of **BIOL 708** and **MSCI 709**, Thesis project general area decided, research literature search underway, thesis committee formed.

2. **End of Semester 2**:
   *Due 06/01/2018*
   **Benchmarks:** Completion of **BIOL 716**, and completion of at least one of the two required graduate electives, research project outlined and plan for conducting project completed, research project has either begun or is ready to commence. Research goals for summer described.
   *Forms Due: BARGE1, Human/Animal Subjects (if needed)*

3. **Summer Year 1**:
   *Due 08/31/2018*
   **Benchmarks:** Summary of research accomplishments during the Summer months. Timeline for completion of research generated.
   *Forms Due: BARGE3*

4. **End of Semester 3**:
   *Due 1/11/2019*
   **Benchmarks:** Completion of **MSCI 717**, **MSCI 788**, Graduate electives, data collection complete, first drafts of introduction and methods section of thesis manuscript completed.
   *Forms Due: BARGE4, ATC & CE (by Oct 1)*

5. **End of Semester 4 or 5**:
   *Due 05/17/2019 (Semester 4); or mid-August 2019 (Summer Year 2); or mid-December 2019 (Semester 5)*
   **Benchmarks:** Completion of **MSCI 718, 898 (Thesis)**, Completion of written Thesis and oral presentation of thesis in public forum at RTC. Thesis manuscript must be submitted to the SF State Grad Division by filing deadline. Thesis manuscript must be written in the style required for submission to a professional peer-reviewed journal.
   *Forms Due: BARGE5, Report of Completion*
### Table 1. The RIPTIDES Curriculum.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course name</th>
<th>Semester 1 Year 1 Fall (≥9U)</th>
<th>Semester 2 Year 1 Spring (≥7U)</th>
<th>Summer Year 1 (0U)</th>
<th>Semester 3 Year 2 Fall (≥7U)</th>
<th>Summer Year 2 (0U)</th>
<th>Semester 4 Year 2 Spring (≥7U)</th>
<th>Summer Year 2 (0U)</th>
<th>Semester 5 Year 3 Fall * if needed (0U)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 708</td>
<td>Scientific Methods for Professional Aquatic Scientists</td>
<td>3 units</td>
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<tr>
<td>MSCI 709</td>
<td>Foundations in Global Change in Urbanized Coasts and Estuaries</td>
<td>6 units</td>
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<tr>
<td>BIOL 716</td>
<td>Scientific Writing</td>
<td>3 units</td>
<td></td>
<td></td>
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<tr>
<td>MSCI 717</td>
<td>Writing and Professional Skills Workshop I</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 unit</td>
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<tr>
<td>MSCI 788</td>
<td>Professional Internship</td>
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<td></td>
<td></td>
<td></td>
<td>1 unit</td>
<td></td>
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<tr>
<td>MSCI 718</td>
<td>Writing and Professional Skills Workshop II</td>
<td></td>
<td></td>
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<tr>
<td>BIOL 863, GEOG 857, ERTH 795, CHEM 708 etc...</td>
<td>Graduate level seminars and electives, taken upon advisement (one seminar required)</td>
<td>4-6 units total, can be taken in any semester</td>
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<tr>
<td>BIOL 883</td>
<td>Current RTC Research (Wednesday RTC Colloquium)</td>
<td>4 units total (can be taken twice for credit in any semester)</td>
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<tr>
<td>BIOL/CHEM/GEOG/ERTH/ MSCI 897</td>
<td>Graduate Research</td>
<td>5 units in first 3 semesters</td>
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</tr>
<tr>
<td>BIOL/ CHEM/GEOG/ERTH/ MSCI 898</td>
<td>Thesis</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>3-4 units</td>
</tr>
</tbody>
</table>

- No Classes, no tuition.
- This is the "Graduate Semester" and is tuition free.
Semester-by-Semester Requirement Timeline

First Semester

1. Writing Proficiency Level 1 (essays distributed at RIPTIDES Orientation).
2. Sign the RIPTIDES Graduate Student Policy (at the RIPTIDES Orientation).
3. If necessary, move from Conditionally Classified to Unconditionally Classified (consult with graduate advisor about conditions specific to your situation).
4. If necessary, file an Animal/Human Subjects Protocol Form. Discuss this with your advisor, immediately if your research involves vertebrates (fish, mammals (including human), amphibians, or birds). Note that filing this form requires that you file your Culminating Experience Form at the same time.
5. Meet with your research advisor regularly – set up a meeting schedule with him/her at the start of the semester.
6. Assemble a thesis/project committee and communicate with your committee members about your research interests.
7. Complete BIOL 708 and MSCI 709.
8. Decide on the general topic and overarching question(s) for your thesis project; initiate your literature search.
9. File 1st BARGE form, due 01/12/2018

Second Semester

1. Meet with your research advisor regularly – set up a meeting schedule with her/him at the start of the semester.
2. Meet with your thesis project committee to get their advice about your project.
3. File your Thesis/Project Prospectus that has been approved by your thesis/project committee. The approved prospectus is due June 1st.
4. Complete BIOL 716, and completion of the first of two graduate electives.
   File 2nd BARGE form, due 06/01/2018

Summer Year 1

1. Conduct research
2. File 3rd BARGE form, due 08/31/2018

Third Semester

1. Meet with your research advisor regularly – set up a meeting schedule with her/him at the start of the semester.
2. File your Advancement to Candidacy (ATC) form before October 1st.
3. File your Culminating Experience form before October 1st.
4. Complete MSCI 717, MSCI 788, and second graduate elective
5. Complete data collection and initiate data analysis
6. File 4th BARGE form, due 01/11/2018

Fourth Semester

1. Enroll 898. (You must have your ATC and Culminating Experience forms on file at the Graduate Division to be permitted to enroll in 898)
2. Complete MSCI 718
3. Complete data analysis
4. Prepare a complete draft of your thesis manuscript for your advisor to review by mid-semester (end of March) if you expect to graduate by the end of spring semester.
5. Meet with your thesis/project committee
6. Apply to graduate (http://grad.sfsu.edu/grad/content/current-students/award-degree)
7. File 5th BARGE form, due 05/17/2019
8. Defend and File your Master’s thesis/project, then prepare it for journal submission.
9. Complete the Report of Completion. This is the final stage of completing your M.S. Degree. (If steps 6-9 not completed, see below).

Summer Year 2 or Semester 5 (if necessary)

1. Complete a Grade Change form for 898 (to change "RP" grade to a letter grade.
2. Write, Defend, and File your Master’s thesis/project, then prepare it for journal submission.
3. Complete the Report of Completion. This is the final stage of completing your M.S. Degree.
Notes on the Requirements for the Interdisciplinary Masters of Science in Marine and Estuarine Science

Coursework: (see Table 1)
- Most units from exclusively graduate courses (700-800 level); one upper division elective allowed (500-600 level).
- A minimum of 2 units must be from graduate seminars (typically # 861-866) (requires a 45 minute oral presentation)
- A maximum of 4 units may come from colloquium (BIOL 883)
- Only 5 units of independent research (897) will count towards the degree.
- You must enroll in 898 Thesis (3-4 units) in the 4th semester.

Animal/Human Subjects Protocol Form
- Only applies to research using vertebrates, including humans. Consult with your research advisor in the first semester to determine if this form is necessary for your degree progress.
- File an approved Animal (or Human, when applicable) Subjects Protocol Form prior to your conducting any work on vertebrate specimens: http://biology.sfsu.edu/content/animal-and-human-subjects-protocol-form

Graduate Advisor
- The Graduate Advisor (Ellen Hines) is responsible for signing all official papers required by SFSU and the Graduate Division. (e.g., ATC, CE)
- Please schedule a time to meet with Dr. Hines early in the first semester and at least once each subsequent semester.

Major Advisor / Primary Research Mentor
- The Major Advisor must be a faculty member formally affiliated with the SF STATE RIPTIDES program (http://rtc.sfsu.edu/riptides/riptides_mentors.htm)
- This is likely to be the individual who was the primary sponsor of your application to the RIPTIDES program.

Thesis Committee
- You should begin form your graduate committee during your first semester. The graduate committee consists of at least 3-faculty members
- Two Principal Investigators (PIs) based at RTC. The third committee member may an RTC-based PI, another SF State faculty member (not formally affiliated with RTC), a faculty member from another academic institution, or a PhD level scientist (or other appropriately qualified professional) from a non-academic institution. If one of your committee members is from outside of SFSU, you must provide their CV when filing your ATC and CE forms.

Forming your thesis committee starts by you contacting faculty members whose expertise is relevant for your project. Introduce yourself, tell them what lab you are in, and about your research interests. Ask if they would be willing to serve on your committee and describe why you have asked this person in particular. Include your CV and general research interests with your original inquiry and ask to set up a short meeting to discuss your interests. Follow up in a week or so if you do not hear back. Many faculty members are busy so they need reminders.

Keep in mind that your committee’s signatures will be required on all BARGE forms. Here’s a suggested committee meeting schedule:

1st semester: Meet with your major advisor frequently and define your research project. Form your thesis research committee
2nd semester: and have at least one committee meeting to go over your research plan and prospectus. You need to give your committee at least TWO WEEKS to read your prospectus. They will give you feedback and comments that you will need to address. After you have revised your prospectus to their approval, then you can get their signatures. Remember that a committee meeting is
beneficial to YOU. You get practice presenting your work to experts. Your committee will help you to refine your plans to an achievable and effective research plan. Having your committee together helps form reasonable expectations for completion.

3rd semester: Meet with your committee and discuss your results and your timeline for graduating. Be sure to talk with them about your long-term career goals to get advice.

4th semester: Inform your committee about your timeline for giving them your written thesis. Your committee members need TWO WEEKS to read your thesis BEFORE your oral defense. Work with your committee to schedule a date for your thesis defense. Plan to do this at least TWO MONTHS before you plan to defend to make sure you have a room available to defend and that you have reserved a time that all of your committee members are available. At your thesis defense be prepared to obtain their signatures of approval.

Thesis Prospectus
• The Prospectus outlines the thesis project.

Advancement to Candidacy (ATC)
• Identifies ALL courses you have taken or plan to take to complete the MS degree program requirements.
• Must be filed with the RIPTIDES program coordinator the semester before you enroll in 898 (i.e., in the third semester).

Culminating Experience Form
• Title of your thesis (12 words or less)
• Summary of thesis project to Graduate Division
• Thesis committee established
• If your thesis research requires an Animal/Human Subjects Protocol Form (see below), the Culminating Experience Form must be filed with the Protocol.

Written Thesis
• **You must submit your Thesis to the committee at least two weeks prior to your defense date.** In the event this is not accomplished, the defense should be rescheduled. Exceptions may be possible only if arranged in advance and all committee members agree to receive it on a later date.
• **Certificate of Approval Page** in the written thesis must be signed by all committee members.
• Thesis formatting (e.g. margins, type of paper, etc.) follows SF State guidelines. (http://grad.sfsu.edu/sites/sites7.sfsu.edu_grad/files/assets/forms/thesis-dissertationguidelines.pdf)
• Thesis submission must occur by the deadline specified by the Grad division.

Thesis Defense
• This is a public presentation of your research at which your graduate committee members are all present. The presentation, in the form of a scientific seminar, is expected to last approximately 45 minutes, and is followed by questions from the committee and the audience.
• Following the presentation, the committee and candidate will meet privately to discuss the thesis, the presentation, and either sign paperwork or specify what must be done before they will sign the paperwork.
• It is required that you post fliers announcing your defense at the main SF State campus and at RTC at least one week prior to the defense date. Your defense seminar should also be announced in RTC’s weekly digital newsletter.
• Work with your committee to schedule a date for your thesis defense. Reserve a room for your defense with the RTC Administrative Coordinator, Jennifer Viale.
• Report of Completion of Specified Graduate Program Requirements form.
This form must be signed by your committee on the day of your defense.

- All the forms you will need are available on the “RIPTIDES Cohort 1” iLearn site.

**Financial Support**

**Research Assistantships:**
Students are often supported as research assistants (RAs) off the research grants of their Major Advisor. Support can include salary or wages and tuition. Discuss this option with your Major Advisor.

**Scholarships**

*NT Fellowship*: $34K divided equally over 12 months starting in June during the first summer. Tuition for semesters 3 & 4. Note, students on NRT Fellowships are not eligible for any other type of financial support, including Financial Aid.

**SF State Scholarships:** A full list of SFSU scholarship options are here: [https://sfsu.academicworks.com](https://sfsu.academicworks.com)

**Biology Department:** Graduate support opportunities for the Biology Department are posted here: [http://biology.sfsu.edu/scholarships-and-funding/graduate](http://biology.sfsu.edu/scholarships-and-funding/graduate)

**SEO Office:** Scholarship options are primarily to increase diversity of the scientific workforce in biomedical sciences, but students working at RTC have been awarded those scholarships in the past. [http://seo.sfsu.edu](http://seo.sfsu.edu)

**CoSE Scholarships:** Scholarship applications generally due in Spring.

**RTC Bay Scholarship:** $500 for 1 academic year administered by Erin Blackwood. To apply go to [https://sfsu.academicworks.com](https://sfsu.academicworks.com) 10 outreach hours must be completed within the calendar year.

**RTC STAR:** Four graduate students can live at the OGH at RTC as Student Assistants in Residence (STAR). These STAR students assist in the running of the Center in various ways, including welcoming visiting scientists, invited speakers and other colleagues and supporting science engagement with the public. The position requires that you live in the OGH and work 10 hrs per week. You get discounted rent ($540 per month, for a room with shared bath). The position requires a commitment for the entire academic year, staring in August 2017 through August 2018. Full-time students in good standing have the opportunity to be a STAR for two years. **However, students with RIPTIDES funding in their second year are not eligible to be a STAR while receiving the NSF NRT stipend, as they are not allowed to take on additional outside work.** If you are interested in applying for a STAR position please send: 1) a resume and 2) a short cover letter indicating: why you are interested in the position and identify work or volunteer experience you think are relevant to the position to Rebecca Johnson [rebeccajohnson@sfsu.edu](mailto:rebeccajohnson@sfsu.edu) by June 1st, 2018. Prior experience is not a requirement, but a positive attitude and a spirit of teamwork is a must.

**The CSU-wide COAST:** scholarship options are here: [https://www2.calstate.edu/impact-of-the-csu/research/coast/funding/Pages/student-funding.aspx](https://www2.calstate.edu/impact-of-the-csu/research/coast/funding/Pages/student-funding.aspx)

**2018 CSU Trustees’ Award:** ($6,000 to $12,000 awards): April 18 Application Deadline: [http://fellowships.sfsu.edu/content/csu-trustees-award-0](http://fellowships.sfsu.edu/content/csu-trustees-award-0)

**Alumni Association Scholar Award:** Will pay for a year of tuition: [https://sfsu.academicworks.com/opportunities/1855](https://sfsu.academicworks.com/opportunities/1855)
Broader SFSU Financial Aid: Website for you records:
http://www.sfsu.edu/~finaid/newguide.html#StA
sP

FAFSA: Most of you should be considering applying for a FAFSA (Free Application for Federal Student Aid):
https://studentaid.ed.gov/sa/fafsa/filling-out
https://fafsa.ed.gov/help.htm

State University Grants (SUG):
http://www.sfsu.edu/~finaid/newsuginfo.html

California Student Aid Commission:
http://www.csac.ca.gov/mcs.asp

Federal Work Study:
http://www.sfsu.edu/~finaid/newworkstudy.html

Federal Direct Loan:
http://www.sfsu.edu/~finaid/newdirectloan.html

There is more information about SFSU financing here if you need funding for your first year of grad school:
http://grad.sfsu.edu/content/financing-your-education

Graduate Teaching Assistantship (GTA) and Graduate Assistant (GA)

RIPTIDES students are required to have at least one formal teaching experience. That experience can be as a GTA or GA for at least one semester during your time as a graduate student in the RIP TIDES program, but you may do this multiple semesters depending on your sources of support. To be considered for a GTA/GA award in the Biology Department please begin by filling out this form:
https://biology.sfsu.wufoo.com/forms/m18sof39179jzkx/

Details of the GTA/GA positions
(using Biology as an example here, but talk with your advisor about the best department for you)

There are two different positions: GTA (generally teaching a lab course) or GA (assisting with a course, either grading or helping the instructor). A student cannot work more than 20 hrs/week total during the academic semester (Rates as of July 2016).

GTAs
Graduate Teaching Assistantships are in units of WTU (weighted teaching units). Assignments have 2, 3 or 4 WTUs
- 2WTU: 5.33 hrs/week commitment (3 hrs lab + prep) = $2520/semester
- 3WTU: 8 hrs/week commitment (3 hrs lab and 1 hr lecture / prep) = $3781/semester
- 4WTU: 10.67 hrs/week commitment (6 hrs lab + prep) = $5041/semester

GAs
Graduate Assistantships are in units of hours per week. Assignments have 5, 10, 15 or 20 hours per week.
- 5 hrs/week commitment (2WTU) = $1498/semester
- 10 hrs/week commitment (3.75WTU) = $2810/semester
- 15 hrs/week commitment (5.7WTU) = $4271/semester
- 20 hrs/week commitment (7.5WTU) = $5620/semester

Examples of workloads for GTAs or GAs

Example 1:
GTA for 4 WTU = $5041 per semester
2 sections of these 2 WTU courses
Each section meets once a week for 3 hours each time. If you teach 2 sections, each week the prep is the same for each section
Courses (among others)
- BIOL101-Human Biology (~18 sections)
- BIOL150-Plant Biology (5 sections),
- BIOL313-Principles of Ecology (2 sections)
- BIOL482-Ecology (3 sections),
- BIOL211-Introduction to Microbiology (4 sections to staff).

Example 2:
GTA for 3 WTU = $3781 per semester
1 section of this 3 WTU courses
1 lab section which meets twice a week for 2 hours each time. Each meeting may require separate prep work.

Courses
- BIOL240 – Introductory Biology (~10 sections)
It is possible to teach two sections of BIOL240.

Example 3:
If you are interested in a course that qualifies to hire a GA, then you can consider a combination of GTA for one course and GA for another course.

For example:
GTA BIOL101 (1 section) $2520
GA for 10 hours/week $2810
Total $5330

If you are interested in serving as a GA, we recommend that you contact the instructor of that course the semester and let them know of your interest and qualifications. Also, consult with your research advisor about opportunities to help teach their classes.

Courses that have GA positions:
- Courses with over 60 students = 5-15hr/week allocation depending on class size.
- GWAR courses: 10 hr/week
- Field and lab courses (that don’t use GTAs): 5-10hr/week

Financial Aid
The Financial Aid Office at SF State will help you with student loans, as needed.

- NRT: RIPTIDES trainees are eligible to receive travel funding for one meeting in the 2nd year of the program. The award amount will determined by the RIPTIDES Leadership Team.
- COAST: COAST provides travel support for continuing CSU graduate students to attend and present the results of original marine, coastal and coastal watershed research at scientific meetings and conferences. Visit the following site for more info: https://www2.calstate.edu/impact-of-the-csu/research/coast/funding/Pages/student-funding.aspx#student-travel-awards
- CoSE: SF State’s College of Science and Engineering travel funds can be sought out by applying for the various opportunities posted at https://sfsu.academicworks.com
- University funds: SF State travel funds such as an IRA (Instructionally Related Activity) grant can fund you to a scientific conference. Find out more about these SF State grants at: http://academic.sfsu.edu/policy
- The RTC Student Association has raised funds (e.g., through snack sales) for student travel to attend scientific conferences. Last year, they awarded six $500 grants for a total of $3000 in student support! Contact your RTCSA representatives to find out more about the award opportunities!

Travel to Meetings:
Attending professional scientific conferences is an important part of your masters training. Discuss which conferences are most appropriate with your Major Advisor. Sources of funding for you to travel to meetings includes grant support from your Major Advisor, but there are other sources of funding for conferences for students, including the following:

Version 1.1 September 2017
RIPTIDES Graduate Policy

The following policies have been adopted by the RIPTIDES program at San Francisco State University. They are within, and sometimes may extend beyond, the policies set forth by the SF STATE Graduate Division. All Graduate Students are required to sign and submit the RIPTIDES Graduate Policy Signature Page (page 15), attesting that they are aware of and accept all expectations of the policy. The signed copy will be retained in the RIPTIDES Coordinator's Office (Adam Paganini) Student's File, Building 36 Room 213. There is implicit agreement to this policy on the part graduate faculty upon the acceptance of a graduate student by a faculty member.

Acceptance into the RIPTIDES Graduate Program

Minimum Qualifications:
- Bachelor’s degree in a field broadly relevant to RIPTIDES.
- Minimum grade point average of 3.0 in last 60 semester units (90-quarter units).
- Completed application include GRE scores, transcripts, personal statements and letters of recommendation.
- Sponsorship by at least one RIPTIDES Research Advisor (http://rtc.sfsu.edu/riptides/riptides_mentors.htm). Students are not admitted into the program without a sponsoring advisor.

Progress in the Program

Benchmarks:
Students are expected to meet the benchmarks and file BARGE forms by the due date. Failure to do so will result in forfeiture of NRT fellowship funding.

Research:
SF STATE RIPTIDES graduate students must enroll in at least one research unit (897) every semester in which they are conducting research (includes lab, library, and field research), likely semesters 1-3. Graduate students should discuss with their advisor the number of research units taken and expectations for work to be completed for these units before enrolling in 897, and criteria used for grading. Note, 897 units are taken in the department of your research advisor.

Grades and Academic Probation:
All SF STATE graduate students must maintain at or above a 3.0 GPA throughout their graduate career. Students who do not maintain a minimum GPA of 3.0 are placed on academic probation (see university bulletin). Students who fail to recover from academic probation are subject to declassification (i.e., dismissal from the Graduate Program). To remain eligible for the NRT Fellowship funding, students must maintain a 3.5 GPA.

Enrollment:
To remain a graduate student, you are required to enroll at least every other semester. Graduate students who remain un-enrolled for more than two semesters are automatically withdrawn from the University.

Roles of RIPTIDES Leadership, Graduate Advisor, Major Advisors and Thesis Committees

The RIPTIDES Leadership Team, Graduate Advisor, and Thesis Committees work with Major Advisors to ensure the best possible training for graduate students by performing the following roles.

Roles of the RIPTIDES Leadership Team:
- Orient new Graduate students and introduce them to department/university regulations and expectations.
- Remind students of critical deadlines and provide resources for meeting deadlines.
- Track student progress through program benchmarks.
• Resolve any issues that arise with respect to curriculum or interaction with Major Advisor or Committee Members.
• Assess student success and, when required, recommend alternative paths for success in the RIPTIDES program.

Roles of the Graduate Advisor
• Ensure students understand program requirements
• Discuss coursework options with students
• Serve as a liason with the Graduate School at SFSU
• Official signatory on paperwork

Roles of the Major Advisor
• Mentorship of students through all phases of the student’s graduate career.
• Help define the student’s thesis project.
• Advise students on elective course selection.
• Advise the student on completion of important forms, including the Advancement to Candidacy (ATC), Culminating Experience Proposal Form, Animal or Human Subjects Protocol Forms, and Thesis Prospectus.
• Sign student forms in a timely manner.
• Advise students on seeking funding to support research and education.
• Maintain a clear and helpful line of communication with the graduate student, with special regard to the advisor’s and thesis committee’s expectations of the student.
• Promote professional development of graduate students; encourage participation in workshops, attendance at professional meetings, presentation of posters and papers, communication with colleagues in their field.

Roles of the Committee
• Provides expert research advice
• Provides timely feedback on student progress

• Provides advice regarding areas of disagreement that may arise between graduate student and advisor
• Provides expert evaluation of student completed work

Communication between Faculty and Graduate Students
The RIPTIDES Program wishes to foster an environment of open discussion of all issues at all times. Faculty advisors and graduate students have a right and an obligation to express their own expectations and to hear the expectations of the other party. Effective, early, and regular communication will generally eliminate or defuse misunderstandings or disputes between graduate students and advisors, and bring clarity to issues of concern. At the end of each semester you will meet with your faculty advisor and committee members and fill out a BARGE (Benchmarks And Research Goals Evaluation) form together to be turned into the RIPTIDES project coordinator, Adam Paganini. BARGE forms are intended to help align of the goals and expectations of the student and the faculty advisor and ensure the student makes steady progress through the program. It also provides an opportunity to help the student manage any unanticipated impediments to their progress.

Student Rights

When Issues or Complaints Arise
The RIPTIDES Leadership Team, Graduate Advisor, Project Coordinator, and Participating Faculty are all here to help facilitate your success in the program. If you are experiencing any issues or have any complaints about your graduate school experience, please know you are encouraged to talk with us so that we can help. Early and open communication is the best. RIPTIDES students are advised to first talk about any issues or complaints with their Major Advisor, and then to members of the RIPTIDES Leadership Team and the Graduate Advisor. If the issue is with the Major Advisor, then go straight to the RIPTIDES Leadership Team.
Changing Research Advisors
RIPTIDES students are admitted into the program with sponsorship from a Research Advisor. Typically, that Research Advisor will be the student's primary mentor and thesis advisor. However, if, during the first semester of the RIPTIDES program, students recognize a different Research Advisor would be better suited as their primary mentor and thesis advisor, they are allowed to request a change. Initiation of that change involves contacting the Graduate Advisor or any members of the RIPTIDES Leadership Team.

Ownership of Research
Prior to conducting thesis research, students and Research Advisors should clarify issues of ownership of research conducted by the graduate student. If the advisor has an obligation to an agency or other resource that is funding research involving a student’s thesis, the nature of this obligation must be made clear to the student prior to the student beginning their thesis work. It is expected that the student and advisor will agree on the nature of the “research ownership” prior to the undertaking of the research by the student. If a graduate student relocates from one advisor to another, the student may take their research project with them only upon agreement of the former advisor and new advisor. It is the student’s responsibility to seek accord between advisors.

Authorship
Issues of authorship or co-authorship on publications resulting from student theses should be resolved prior to the student initiating the research. Each advisor should make their policy on authorship clear. Timely progress is expected toward publication of thesis research. If a student fails to make timely progress toward publication (i.e., submitting the thesis manuscript for publication within one semester of completion), the advisor may choose to assume an active authorship role and refine the authorship list and ordering accordingly.

Thesis Copyright
Graduate students are allowed to copyright their thesis; however, copyright issues must be discussed openly with the advisor and other faculty involved prior to the thesis being filed.

Harassment and Misconduct
The Romberg Tiburon Center for Environmental Studies and the RIPTIDES Program adheres completely to Title IX policies on non-discrimination, including sexual harassment (http://titleix.sfsu.edu/) and SF STATE’s Code of Student Conduct as set forth in the University Bulletin (http://bulletin.sfsu.edu/) and available at this website: https://conduct.sfsu.edu/standards. Charges of violation of these policies shall be forwarded to the appropriate campus office or to the Office of Student Conduct (https://conduct.sfsu.edu/home).

If you feel that you have been the victim of sexual harassment, discrimination or assault the University has a process by which you can report the issue. Information on who to contact is available at this website: http://titleix.sfsu.edu/contact

After reading this policy, please sign below (your copy) and on the next page. Please turn in the next page after you have signed it. The signed form must be in your graduate file before your ATC and Culminating Experience Form is processed.

Signature ______________________________________ Date __________

Print your name here ____________________________________________
RIPTIDES Graduate Policy Signature Page

I have read the RIPTIDES Graduate Policy provided to me in the RIPTIDES Graduate Student Handbook. These policies have been adopted by the faculty of the RIPTIDES program at San Francisco State University. They are within, and sometimes may extend beyond, the policies set forth by the SF State Graduate Division.

By signing this form, I attest that I have read the RIPTIDES Graduate Policies. By signing, I also affirm that I am aware of and accept all expectations of the policy.

I understand that I must meet all specified deadlines and maintain a 3.5 GPA to remain eligible for NRT Fellowship Funding and Tuition in the 2nd year of the RIPTIDES program.

A signed copy of this page will be retained in my student file in the RIPTIDES Project Coordinator’s Office.

Signature ___________________________________________ Date________________

Print your name here ___________________________________________
Graduate Student Life at RTC

The RTC Community
Being a graduate student at RTC grants you a unique opportunity to become part of a tight-knit community of scientists working on diversity of important problems. RTC is one of the many university-sponsored marine laboratories and field stations around the nation that foster interdisciplinary work and a community of scholars, often at a location remote from the primary campus of the sponsoring university. RTC graduate students typically form strong and supportive relationships with staff and faculty in a friendly environment. Those relationships are often important in supporting the graduate student experience and success in their program, as well as future professional networking opportunities. We encourage you to participate in the extracurricular activities happening at the center as well as the many informal opportunities to socialize with other students, staff, faculty and affiliates based at the Center.

You should embrace the opportunity to freely discuss your project details with members of your student cohort, other students and scientists that may be working in your advisor’s lab or other labs groups based here. Developing a strong cohort community with your peers is important for cultivating a comfortable atmosphere where you can discuss the important aspects of your research project, professional development opportunities or challenges, or other issues related to balancing life and work responsibilities.

Get to know the people at RTC; the graduate students, postdocs and lab technicians, the administrative staff, the facilities staff, marine operations staff, and faculty. The RTC lab technicians and postdocs are great resources for finding out how to perform certain protocols, procedures, and operate instruments.

Social Media
Make sure the RIPTIDES Coordinator has invited you to join the RIPTIDES Facebook and LinkedIn groups. There you will be able to connect with your current cohort, as well as RIPTIDES alumni. Graduate students also can connect with other students through the following social media outlets:
RTC Twitter: https://twitter.com/rtc_sfsu?lang=en
RTC Facebook: https://www.facebook.com/rombergtiburoncenter/
RTC LinkedIn: https://www.linkedin.com/company-beta/630107/
SF State Grad Student Housing Network: https://www.facebook.com/groups/255066231312093/
Graduate Student Association Facebook: (https://www.facebook.com/sfsugsa),
SF State Graduate Studies Twitter (https://twitter.com/SFStateGradstdy)

Working at the Romberg Tiburon Center

Operating hours
Buildings are unlocked from ~ 8 AM to 6 PM M-F (except holidays); ensure you LOCK all outside doors after hours and on weekends. You should arrange after-hours access with the Laboratory Manager, Brita Larsson (keys + alarm codes). Within your first week see Brita Larsson for keys to your lab and a gate card for access to the campus.

Timesheets
Student assistant timesheets are filled out online on the SF State online portal gateway (http://inside.sfsu.edu), and your PI will
approve them online. Please remind your PI if you have timesheets that need approval.

Communications
Jennifer Viale will request information each week regarding significant achievements (e.g., grants, awards, publications, conferences), or extended absences (e.g., vacation, conferences). Please let Jennifer know all about you, and she’ll post the information in the weekly newsletter “RTC This Week.”

Websites
The RTC Website has all of the important information you need to know about working at RTC, including contact information and photos of all the facilities and administrative staff, the seminar schedule, an events calendar, and lots more. The RIPTIDES website is still being developed, and will contain a lot of great content for current and prospective students. Take some time to check out the websites and provide feedback for improvement.

Safety and security/emergency response/contact information
Brita Larsson is RTC’s designated Safety Officer. However each PI is responsible for providing people working in their laboratories in the appropriate Health, Safety, Security and Environment (HSSE) training (see, below).

For emergencies, dial 911 from a cell phone, not a campus phone, as the campus phone 911 will go to SF STATE’s main campus. For non-emergencies please call either the Marin County Sherriff dispatch 415-479-2311 or the Tiburon Fire Dept: (415) 472-0911. This information is posted in each laboratory and common space at RTC.

Lab policies and procedures
Each lab has a training manual, MSDS manual, and you should get personalized HSSE training by your PI or other in-lab personnel before working in the lab. Don’t pour wastes down the drain. We are on septic system and can’t expose our beneficial microbes to many chemicals or salts. Waste disposal and storage requires that designated tags are properly filled out – this is very important, and crucial for ensuring your safety and that of your colleagues. The Laboratory Manager, Brita Larsson, oversees hazardous waste disposal and pickups.

Baywater System
RTC has a number of tanks that can be checked out for use, but you must be approved and scheduled to use them first. Submit a proposal to the Baywater System Committee for review of your project.

Greenhouse
The greenhouse has space for plant experiments to be conducted. Consult with Professor Kathy Boyer before planning any experiments in the greenhouse.

Room Reservations
To check which rooms are available please reference the website room calendar: http://rtc.sfsu.edu/internal/room_cal.htm
If you want to reserve a room for a specific time send Jennifer Viale an email with the details and exact time ranges @: jviale@sfsu.edu

Marine Operations
SF State maintains five vessels in its small boat fleet which provide University students and faculty unparalleled opportunity to conduct research on San Francisco Bay.

The R/V Questuary
Students are allowed to request access to the vessels if needed for your research. The Marine Operations staff provides research vessels, equipment, training and logistics for SF State students and faculty conducting research on the San Francisco Bay. Contact the Marine Operations staff to register for any number of training certificates or to register for vessel use. There are costs involved in use of the boats.

**RTC Vehicles (Trucks)**

RTC Vehicles, including pickups and a suburban are available for use and are reserved online: [http://rtc.sfsu.edu/reservation/](http://rtc.sfsu.edu/reservation/). Defensive Drivers certification and checkout with Brita Larsson are required prior to use of vehicles. The Defensive Drivers training is also required before you can use your own vehicle for university business.

There is an RTC golf cart that students are allowed to use for research purposes or for transporting items around the site. The cart is stored in the atrium next to the staircase. **Someone who has experience operating the cart must train you on how to drive and store it before you drive it alone.**

**Employment Requirement**

To drive RTC vehicles or boats, students must be hired as a SF State employee in order the drive any vehicle on university business. If a project requires you to drive an RTC vehicle you must be employed by the project. RIPTIDES Trainees receiving the NRT Fellowship will be hired, as needed, for the hours that they will be operating the vehicles.

**Office supplies**

There are office supplies in the B36 mailroom available for use on university business including externally funded research projects. These supplies are not for personal use or student homework. If you need to mail something work-related please consult with the RTC Administrative Coordinator, Jennifer Viale.

**Office and common space etiquette**

**Graduate student office:** Desks and a graduate student common space are in the back 2nd floor of B36. The office is a quiet work zone, and the common space is great for holding meetings/conferences. There are two student desk rooms (Purple and Blue, shown below). Additional desk space will become available during Fall 2017. If you would like to request desk space outside your lab office area please contact either the RIPTIDES Coordinator, Adam Paganini, or Brita Larsson.

**Kitchen Commons:** Students, faculty, and staff are free to use the commons to eat meals together. There is a fully functional kitchen with stove, oven, sink, cookware, and full-size fridge at your disposal. Since this is a shared space there is a time-limit in which one can keep perishables in there. Please keep this area clean and be conscious of how long you keep food in there.

**US Mail Service**

Every faculty, scientist, and staff member that works at RTC has a mailbox in the Mail and Copy Room in Building 36. Student mail is
placed in the lab mailbox they are associated with. Example: if you are a student of Dr. Carpenter your mail will be put in the Carpenter Lab mailbox. The address you should use for **US Postal Service mail deliveries** is:

*Romberg Tiburon Center for Environmental Studies*

*3152 Paradise Drive*

*Tiburon, CA 94920*

*Attention: Your name here*

**Mail that you have sent to RTC should be University related. Personal mail should not be sent to RTC.**

Stamped letters you are sending by US Mail can be put into the Outgoing US Mail Container in the Mail and Copy Room (Building 39) or placed directly in the RTC mailbox located at the 3150 Paradise Drive entrance.

Packages you are sending by US Mail must be taken to a post office for processing. The closest post office is in downtown Tiburon. For questions about mail contact the Administrative Coordinator.

**Postage**

There is a postage meter in the Administration Office. It can only be used for mailing research or education related mail. For instructions on how to use the postage meter contact the Administrative Coordinator.

**SFSU Campus Mail**

SFSU campus mail is brought back to RTC several times a week and placed in your RTC mailbox. Outgoing campus mail should be put in the Outgoing Campus Mailbox in the Mail and Copy Room (Building 36). The SFSU/RTC pick-up and delivery schedule is posted next to the Outgoing Campus Mailbox.

**UPS and Other Non-FEDEX Deliveries**

**UPS and Other Non-FEDEX Delivery Information**

UPS, DHL, and other courier services deliver packages to RTC but we only have pick-up service with FEDEX (see below). If you want to send a package by UPS you need to take it to the nearest UPS Office. The closest one to RTC is in San Rafael.

**How to Arrange for a Small to Medium Package or Temperature Sensitive Package Delivery**

All small to medium sized packages and temperature sensitive packages should be delivered to **Building 36**. Provide the following address/information to the sender:

*Romberg Tiburon Center*

*3150 Paradise Drive, Building 36*

*Tiburon, CA 94920*

*Attention: Your name here*

An administration staff member will sign for deliveries at this location and will notify the appropriate recipient by phone or email when a package arrives.

**How to Arrange for a Large and/or Heavy Package Delivery**

All large and/or heavy packages need to be addressed to the appropriate address/building you want them delivered to. For Bldg 36, provide the sender with the address given above along with the Room number. **For Buildings 30, 36, 49 or 54 provide the sender the following address:**

*Romberg Tiburon Center*

*3150 Paradise Drive, Building 30 (39, 49 or 54), Room #______, Tiburon, CA 94920*

*Attention: Your name here*

In Buildings 30, 39, 49 or 54 signing for and accepting a delivery is a shared responsibility of staff members in these buildings. If you are asked to sign for a package, you have several
options regarding accepting a delivery: They are:

1. If you can identify the person/lab the package belongs to, then direct the delivery person to that person/lab.
2. If it is clear that the delivery is for RTC and you know to whom the package belongs, you can sign for it. If you sign for the package you must take the responsibility to deliver or contact the person/lab the package belongs to immediately.
3. If it is clear the package is for RTC but no contact information is available, sign for the package and then contact the Administrative Coordinator, Lab Coordinator, or Grants Coordinator immediately for assistance in tracking down who the package belongs to.

FEDEX

FEDEX Deliveries
When you are arranging to have a package delivered to you via FEDEX make sure the sender puts the following information on the package:

Romberg Tiburon Center
3150 Paradise Drive, Building 36, Room #______,
Tiburon, CA 94920
Attention: Your name here

FEDEX delivers to the Administration Office if the package is addressed to 3152 Paradise Drive Building 39. Once an admin staff member has signed for your package they will contact you and then put it in or near your mailbox.

FEDEX delivers to Bldg 36 if the address directs the courier to this location. A room number must be present also for the delivery to occur. If you are expecting a FEDEX package to be delivered to Bldg 36 make sure you have someone available to sign for the package.

FEDEX Pick-ups
If you want a package to be picked up from 3152, Building 39, call FEDEX (1 (800) 463-3339) and use the automated system or talk to a live person. Packages for Bldg 39 pick-ups should be left at Administration Office Front desk for the driver.

If you are calling for a FEDEX pick-up from 3150 Paradise Drive, Building 36 or 54, you must speak to a live person. Our automated account only allows pick-ups at Building 39. Once instructed to pick-up a package at an address, a FEDEX driver cannot pick-up the package at any other address because pick-ups are tied to a tracking system that he/she cannot change. That change can only take place by calling FEDEX and putting in a new pick-up request. The specific pick-up location (building and room numbers) should be given to FEDEX when you call for a pick-up.

For questions concerning UPS or FEDEX services contact the Administrative Coordinator.

Invoice Procedure for FEDEX
If you use FEDEX to send a letter or package, you will be invoiced for the cost. To pay for these charges the Principal Investigator authorizing the delivery will be invoiced by RTC. For questions regarding the billing of a FEDEX package contact the Finance Coordinator.

Common use research space and equipment
If you wish to use any of the following types of instruments please contact the faculty or staff person that is listed next to the instrument name.

• Gene Lab: For DNA and RNA work. Faculty director is Dr. Sarah Cohen
- **Elemental Analysis Lab:** To measure C and N. Faculty director is Dr. Tomoko Komada
- **Nitrogen/Carbon Isotope Analysis Lab:** To measure N and C isotopes, See Dr. Richard Dugdale
- **Epifluorescence Microscopy/Imaging and Flow Cytometry:** For imaging, Faculty Director is Dr. William Cochlan
- **Fluorometry** For chlorophyll analysis, See Anne Slaughter or Sarah Blaser
- **Scintillation Counter:** For measuring radioactive tracers. See Brita Larsson
- **-80 Freezer, Chemical Storage, Etc...:** See Brita Larsson

**Software:**
SF State offers some computer software for students. See the Information Technology Services website for information (http://its.sfsu.edu).

**Box:** As an SF State student, you will create and acquire lots of digital files. Please use the university-licensed digital cloud and local storage software called Box, where you get **500 Gigabytes of storage free**! Box is a great way to access your files across computers as well as to keep backups across multiple drives. (It’s better that DropBox!). Log in and download the desktop client here: https://sfsu.account.box.com/login?redirect_url=%2Ffolder%2F0&logout=true
Here is the SF State Box user guide: http://its.sfsu.edu/guides/box-sfstate-file-sharing

**Zoom:** Zoom is another helpful university-licensed program that allows users to easily video-conference, screen share, telecommute, and hold multiple-person meetings from afar. (It’s better than Skype). Zoom is SF State's video and web conferencing service. All faculty, staff and students have the ability to create and join Zoom meetings. To set up your account, go to https://sfsu.zoom.us and click on the Sign in link. You can log in using your **SF State ID or SF State Email** and **SF State password**. Here is the SF State user guide for Zoom: https://athelp.sfsu.edu/hc/en-us/articles/217643657-Getting-Started-with-Zoom

**Microsoft Office:** MS office is available for students (http://its.sfsu.edu/guides/microsoft-software-agreements - students).

**Antivirus software is also available here:**
http://its.sfsu.edu/service/antivirusantimalware

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**Computers/office equipment/printing**
There are computers available for you to use in the Kern classroom and the NERR library. If you need to print from your own computer that you bring to RTC, the following printers are able to print wirelessly via IP address: Kern classroom (b/w printer), the administrative offices areas on the second floor building 36 (b/w printer as well as a color printer). If you need to print a poster for a conference there is a capable poster printer in the Kern classroom. To setup your laptops so that they can wirelessly print to theses printers please create an IT support work order at RTC website (email Joe Agosto, agostojb@sfsu.edu).
Library/Other Resources

NERR library: MS theses completed at RTC are available for use while in the NERR library. The library also contains some books and journals as well as a computer and workspace.

SF State library: You will be introduced to the SF State J. Paul Leonard Library resources in the BIOL 708 class by head science librarian, Pam Howard.

Freecycle Table: RTC community has a table of items free for anyone to take for anyone to donate to. The Freecycle table is located next to the mailroom.

Student Association at RTC

The Romberg Tiburon Center Student Association is the governing body for the graduate student voice here at RTC. The RTCSA coordinates with staff, faculty, and the director to administer events, BBQ lunches, potlucks, and even movie nights. In addition, they are responsible for selling merchandise that includes mugs, t-shirts, and sweatshirts. The RTCSA is in charge of the honor-system snack sale system located in the refrigerator in the atrium and the shelves in the commons. Proceeds from the snacks have been used to fund student travel to conferences. Running for a position in the RTCSA is a good way to stay connected with the cohort, community, and the rest of the staff. Check out the website (https://www.rtcsa.net) and talk to your RTCSA leaders about signing up for a position. You are encouraged to serve as an officer of the RTCSA at least one, but no more than two semesters.

Outreach

RTC hosts multiple outreach events each year, including the Rosenberg Institute Discovery Day Open House once each year, and the Rosenberg Institute Public Forums twice each year. Discovery Day is an all-hands event that is a huge amount of fun and helps bring science to over a thousand visitors each year in a family-friendly environment. The Public Forums are evening lectures by distinguished scientists. Other outreach events that graduate students engage in include the Bay Area Science Festival Discovery Days at ATT Park & Sonoma Fairgrounds, and the Bay Area Science Festival Explorer Days. Many more opportunities exist, and our Outreach Coordinator Erin Blackwood (erin70@sfsu.edu) would be happy to involve you. Some RTC scholarships require participation in outreach activities.

Important RTC Staff that will help you get things done:

IT:

Joseph Agosto

If you need assistance with network issues, SF State email, login issues, software installation,
wirelessly connecting your laptop to the printers please email Joe Agosto @ service@sfsu.edu

Facilities team: Scott Kern & Scott Dahlman, Chanh Rattana, Claudio Diaz, George Langkafel, Fabiola Arevalo
Assistance with the industrial equipment in your lab or research facility, issues with the building itself, electricity, help with a major construction element of your project, baywater system/plumbing, or issues with leaks and circuit shorts please contact the foreman of the facilities team Scott Dahlman @ service@sfsu.edu

Administrative Coordinator: Jennifer Viale
Jennifer will assist with reserving rooms in building 36 for meetings (w/ advisor, peers, lab, etc…). Please let Jennifer know all about you, and she’ll post the information in the weekly newsletter “RTC This Week” or if you need to meet with the Director, Dr. Karina Nielsen, please contact Jennifer @ jviale@sfsu.edu

Community Engagement & Special Events Coordinator: Rebecca Johnson
For questions regarding the OGH, Bay Conference Center, events held at RTC, information about networking with outside partners, and a student assistant position contact Rebecca @ bccinfo@sfsu.edu

Lab Safety Officer: Brita Larsson
For lab coat info, all safety orientations, fire and earthquake drills and training, MS thesis organization, your lab’s chemical inventory questions, all lab safety protocol questions should be directed towards Brita. Contact her @ larsson@sfsu.edu

For a complete list of the rest of the important RTC staff please visit the new website @ www.eos.sfsu.edu/people (not live yet).

Getting to RTC

Carpooling
We recommend that students, faculty and staff try to carpool when possible. Carpools help reduce your carbon footprint and lower transportation costs.

Parking
Parking is easy and free at RTC. You may park in any designated parking spot on the upper or lower campus. If you need to leave your vehicle overnight or for an extended period due to travel or field work, you must make prior arrangements with the Laboratory Manager, Brita Larsson. For more information on parking and directions, check the website: http://rtc.sfsu.edu/directions.htm

Public Transportation
The closest you can get to RTC by public transportation is downtown Tiburon, by either ferry or bus. From there you can arrange for someone to pick you up, ride your bicycle or arrange for a Lyft or Uber ride. If you arriving by bus and someone can pick you up, you might consider getting picked up at the Seminary Drive Bus Pad instead.

A great resource for planning your trip via public transportation can be found on this website: http://511.org/.

As of Fall 2017, SF STATE’s OneCard will include a transit pass with unlimited rides on SF Muni trains and buses (excluding cable cars) with a 25% discount on all BART rides to and from Daly City Station. The OneCard can also be used as a regular Clipper card and you can add value to it. The Clipper card can be used to pay for the Ferry as well. All students who have paid tuition and fees are eligible for this great benefit! For details see this website: https://onecard.sfsu.edu/
Note that by using the Clipper card you get all applicable discounts and transfers automatically along your route. https://www.clippercard.com/

**Bicycle**

Cycling to RTC on Paradise Drive is popular and enjoyable, but note that cars and bicycles share the road; there is no shoulder or bike path. Cycling to RTC can be combined with the Tiburon ferry, or Golden Gate Transit from San Francisco or North Marin. For a map of the best bike routes, go to http://www.marinbike.org/Map/Index.shtml. RTC is located at sea level. However, the route to RTC does not include a sea level oriented road and there are many curvy and hilly roads on the route to the center. If you choose to bike to RTC from SF then you are looking at, on average, a 1.5 hour, 18-mile trip that has lots of hills and includes biking over the Golden Gate Bridge. RTC does have showers, so feel free to ask about using them if you arrive sweaty. Your bike can be parked in the atrium of building 36 along the bike rack.

In May the RTC community participates in “Bike to Work Month” and forms teams to challenge each other during the month of May. Feel free to sign up every May to win prizes while helping to save the environment at https://teambikechallenge.com.

**Email**

All official university correspondence including Division of Graduate Studies information, deadlines, and notifications will be sent to your SF State email address only. The SF State email is excellent for preventing transmission of viruses and it filters out most spam email. You may forward your SF STATE email to your gmail, yahoo or other preferred email servers, if you prefer. We recommend that you use your SF STATE email address for professional correspondence while you are a student in the RIPTIDES program.

If you have not already, you must obtain an SF State email address by accessing the SF State E-mail Account Services website at: https://www.sfsu.edu/online/sfsuemail.htm. You'll need your student ID number. Additional information about student email accounts is available at this website: http://its.sfsu.edu/guides/live-edu-email.

Professionalism is critical in using email. During grad school you will network with lots of other professionals in your fields. Distributing your SF State email address displays a level of professionalism and pride, and shows that you are affiliated with an academic institution.

Crafting email messages in a professional style is important, and professional email etiquette will be covered in BIOL708. Some important considerations are covered in the professor-student communication guide here: http://bit.ly/2v2Ethk and the confidentiality guide here: http://read.bi/2m6TGWD.

Please check your email regularly. What does “regularly” mean? Aim for at least once a day during the work week. If you know you’ll be away and unable to check email for several days or more it’s professional to set up an automatic response indicating when you expect to be back at work and able to respond to emails.

**I.D. Cards, University Password, and Email**

**SF State Password**

You must have a student ID number and an SF State password to access your SF State Gateway where you can register for classes, view your grades, apply for graduation, and access other relevant information. Visit this website to get started: (http://www.sfsu.edu/login.htm), Your SF State password is a secure password created by you that is used with the SF State ID to keep your personal information private.
iLearn
iLearn is SF STATE’s instructional website (ilearn.sfsu.edu). You will use iLearn for all of your courses. The RIPTIDES program also has an iLearn collaborative site where all of the forms and other internal resources needed for the RIPTIDES program will be posted.
The Romberg Tiburon Center Campus

**Lower campus: 3150 Paradise Drive**

**Bldg 36:** The main research building including laboratory, classrooms and office spaces.

**Greenhouse (GH):** Dedicated to research on and restoration of eelgrass and wetland plants.

**Bldg 49:** *Ground floor:* Marine Operations

**Bldg 50:** *Ground floor:* Kimmerer wet lab and Boyer wetsuit storage

**Bldg 30:** Graduate Student Desks, Smithsonian Environmental Research Center

**Bldg 20:** The Orenschall Guest House (OGH)

**Bldg 74:** Boat shed (facilities)

**Bldg 74A:** Roger Bland’s office.

**Note, many of the Lower Campus buildings are restricted access, including: Bldg 11, 21, 22, 27, 33, 37, 40, 54, 79, 86 and the 2nd and 3rd floors of Bldgs 49 & 50.**

**Upper campus: 3152 Paradise Drive**

**Bldg 39:** SF Bay National Estuarine Research Reserve program headquarters; Science Engagement and Outreach Staff

**Bldg 53:** Bay Conference Center