RIPTIDES

The Research-Intensive Pedagogical Training of InterDisciplinary Estuarine Scientists Program

Graduate Student Handbook

Fall 2018
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 Estuary & Ocean Science 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

Karina Nielsen, Ph.D.
Professor of Biology, Director of the Estuary & Ocean Science Center
Coastal Ecosystems Lab
RIPTIDES Contacts:

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

Program questions:

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Graduate application and Interdisciplinary Marine and Estuarine Sciences (IMES) MS program questions:

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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 in a timely manner and to familiarize you with professional norms and expectations so you can enter the next phase of your professional 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 the program. We encourage everyone to be compassionate and supportive, and to persevere.

Program Elements

The RIPTIDES and IMES MS programs combine 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, business 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 scientific teacher-training workshop (leading to actual teaching experiences); and,
5. **Dedicated advising** sessions and established **benchmarks** throughout the program to support student progress, 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. Electives will provide a theoretical foundation for your specific area(s) of research emphasis. Graduate seminars will emphasize critical reading of relevant primary literature. Workshops will address professional skills, scientific communication, scientific writing, data analysis, ethics and budgeting. Electives and seminars should be chosen in consultation with your major advisor and committee members.

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 this training. Trainees will also be mentored in conducting cutting-edge research projects that address specific aspects of global change and illuminate fruitful areas for action or developing solutions.

The RIPTIDES program is formally offered through the College of Science and Engineering’s Interdisciplinary Marine and Estuarine Sciences (IMES) MS degree program. The official requirements are articulated on the Advancement to Candidacy (ATC) form for the IMES MS program (appended to this document)

RIPTIDES/IMES 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 may need to take additional electives to provide an appropriate foundation for your thesis research. Please confer with your thesis advisor.

**BIOL 883 – Seminar in Marine Science - “Current EOS Center Research”**
This course is the research symposium seminar held every Wednesday from 3:30 pm-4:30 pm at EOS Center, and includes cookies and coffee beforehand, and socializing afterwards. The weekly seminar includes invited guest speakers, and EOS Center grad students (including you) who give Research-in-Progress talks (usually in your 2nd or 3rd semester). You should enroll in the BIOL 883 course at least twice. Enrolled students are required to have lunch with invited speakers (a limited number of free lunches are provided, but early birds get the worms, so sign up early!)

Important note: The weekly seminar is an important aspect of the intellectual and community culture of the EOS Center. 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 even if the topic does not appear to be 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. This helps you cultivate a broad fund of knowledge and supports your ability to engage productively in interdisciplinary discussions and problem solving.

MSCI 788 – Professional Internship in Marine and Estuarine Sciences
The internship experience gives students experience in the use or translation of science or scientific thinking in a non-academic work setting. Students and internship hosts will be matched based on mutual interests and the availability of internship opportunities curated by the faculty. Internship hosts will participate in a brief training to orient them to the objectives of the R IPTIDES program and the expectations for the internship experiences. At the start of the course, hosts 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 or the student’s expertise. Though R IPTIDES trainees will complete only one internship, monthly class meetings will occur to discuss projects, workplace/professional culture, challenges and opportunities associated with each internship experience together with your cohort and a faculty mentor/instructor.

MSCI 717 and 718 focus on writing the main sections of the thesis manuscript, provide guidance for data curation, analysis and presentation and help students with professional development skills 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 the department where your Major Advisor has their faculty appointment. 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).

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.
<table>
<thead>
<tr>
<th>Course #</th>
<th>Course name</th>
<th>Semester 1 Fall (29U)</th>
<th>Semester 2 Spring (≥7U)</th>
<th>Semester 3 Fall (≥7U)</th>
<th>Semester 4 Year 2 Spring (≥7U)</th>
<th>Summer Year 2 (0U)</th>
<th>Summer Year 3 Fall * (0U)</th>
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<tr>
<td>BIOL 708</td>
<td>Scientific Methods for Professional Aquatic Scientists</td>
<td>3 units</td>
<td>1 unit</td>
<td>1 unit</td>
<td>1 unit</td>
<td>1 unit</td>
<td>0 units</td>
</tr>
<tr>
<td>MSCI 709</td>
<td>Foundations in Global Change in Urbanized Coasts and Estuaries</td>
<td>6 units</td>
<td>3 units</td>
<td>3 units</td>
<td>3 units</td>
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<td>0 units</td>
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<td>Scientific Writing</td>
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<td>0 units</td>
<td>0 units</td>
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<td>0 units</td>
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</tr>
<tr>
<td>MSCI 717</td>
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<td>0 units</td>
<td>0 units</td>
<td>0 units</td>
<td>0 units</td>
<td>0 units</td>
</tr>
<tr>
<td>MSCI 781</td>
<td>Professional Internship</td>
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<td>0 units</td>
<td>0 units</td>
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<td>0 units</td>
</tr>
<tr>
<td>MSCI 788</td>
<td>Writing and Professional Skills Workshop II</td>
<td>0 units</td>
<td>0 units</td>
<td>0 units</td>
<td>0 units</td>
<td>0 units</td>
<td>0 units</td>
</tr>
</tbody>
</table>

*This summer is an important time to make significant progress on the thesis. Plan to be working hard on research all summer!*

No Classes, no tuition.

This summer is not the "Grace Semester," and is tuition free.

4-6 units total, can be taken in any semester

4 units total (can be taken twice for credit in any semester)

5 units in first 3 semesters

The RIPTIDES Curriculum.

Table 1. The RIPTIDES Curriculum.
RIPTIDES Benchmarks:

Please see Table 1 for timeline

The plan of work is fast-paced and 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 six full-time semesters. The RIPTIDES program has established five “benchmarks” over the program to provide structured support to help you stay on-track and complete your degree within 2-3 years. Some research projects may require more or less time than others, but a full-time student will typically be able to complete their MS degree within 2-3 years. 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 support in achieving your academic goals.

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, fifth or sixth semester). BARGE forms will be available on the RIPTIDES Cohort 2 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 due dates via email. Any additional forms required will also be available on the RIPTIDES Cohort 2 iLearn collaborative site.

**Benchmark Timeline**

1. **End of Semester 1:**
   BARGE 1 Due 1/12/2019

2. **End of Semester 2:**
   BARGE 2 Due 06/05/2019
   *Benchmarks:* Completion of BIOL 708 and MSCI 709, Thesis project general area decided, research literature search underway, begin forming thesis committee. Research goals for Spring 2018 semester articulated.
   *Forms Due:* BARGE 1 (on next page), Human/Animal Subjects (if needed)

3. **End of Summer Year 1:**
   *Due 08/31/2019*
   *Benchmarks:* Summary of research accomplishments during the Summer months. Timeline for completion of research generated. Internship partner chosen via matching event.
   *Forms Due:* BARGE 3

4. **End of Semester 3:**
   *Due 1/11/2020*
   *Benchmarks:* Completion of MSCI 717, the internship experience - MSCI 788, Graduate electives, data collection completed, first drafts of introduction and methods section of thesis manuscript completed.
   *Forms Due:* BARGE 4, (ATC and PCE by Oct 1st)

5. **End of Semester 4, 5 or 6:**
   *Due at end of program / graduation (Semester 4); or mid-August 2019 (Summer Year 2); or mid-December 2019 (Semester 5) or mid-May 2020 (Semester 6)*
   *Benchmarks:* Completion of MSCI 718, 898 (Thesis), Completion of written Thesis and oral presentation of thesis in public forum at EOS Center. 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:* BARGE 5, Report of Completion
B.A.R.G.E. Form #1 – Due 01/12/2019

Benchmarks And Research Goals Evaluation

Please use this form to confirm benchmarks that have been reached by the end of SEMESTER 1 of the RIPTIDES program, and to formally set goals for the next semester. Please complete the form and file a paper copy with original signatures with the RIPTIDES Coordinator, Adam Paganini.

Name: ___________________________________ Advisor: __________________________
Completion of BIOL 708: ___________________________ Completion of MSCI 709:
Submission of Animal & Human Subjects Form (only if needed):

If you have your thesis committee formed please feel free to list the member names below. List the two other members of your committee other than your main faculty mentor. (This is optional and will be due by the end of your second semester to be put on the BARGE 2 Form):

1. ____________________________________________ 2. _______________________________________

How many times did you meet w/ your faculty advisor this semester? ______

Brief description of research topic and if so in what ways it is interdisciplinary:

In the space below describe your research, educational (courses) and professional (e.g., meetings, workshops) goals for the next semester.

Student Signature: ___________________________________________ Date: ________________

Major Advisor Signature: ___________________________ Date: ________________
BARGE 2 Extension Policy:

This memorandum communicates the official policy on extensions to the RIPTIDES BARGE 2 form. In the event that a student is unable to complete the BARGE 2 form by the deadline set, an extension may be granted for legitimate programmatic or serious extenuating personal reasons. For example, legitimate programmatic reasons may include switching primary mentors late during Semester 2 of the program, or wholesale changes to the research project necessitated by changes in access to key research facilities or materials. Consideration of legitimate programmatic reasons requires discussion between the student and the Primary Mentor and at least one RIPTIDES PI or the MS in IMES Graduate Coordinator. Serious extenuating personal reasons (e.g., major illness or death in family) will be considered on a case-by-case basis, and also will require communication between the student and the Primary Mentor and at least one RIPTIDES PI or the MS in IMES Graduate Coordinator.

Extensions for BARGE 2 submission will be granted up to one month prior to the official SF State Graduate Studies deadline for receipt of the Advancement to Candidacy (ATC) and Proposal for Culminating Experience (PCE) forms for graduation that academic year. Typically, that means extensions would be granted until no later than October 1. For RIPTIDES students expecting to receive NRT Fellowship funding, initiation of stipends will be contingent upon submission and subsequent approval of the BARGE 2 form. Extensions for BARGE 2 do not alter the due dates for any subsequent BARGE forms.

Submission of BARGE 2, ATC and PCE forms later than the maximum extension period may cause missing the deadline for submission to SF State Graduate Studies, which will delay the earliest possible semester for graduation by one semester.

Please direct any questions regarding this policy to RIPTIDES Project Coordinator (Adam Paganini), or if he is not available, the RIPTIDES PI Karina Nielsen.
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). Filling 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. BARGE 1 form, due 01/12/2019

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. BARGE 2 form, due 06/05/2019

Summer Year 1
1. Conduct research
2. BARGE 3 form, due 08/31/2019

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 Proposal for 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. BARGE 4 form, due 01/11/20120

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. BARGE 5 form, due at completion of program
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).

GRACE PERIOD (Summer Year 2 & tuition-free 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, PCE)
• 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://eoscenter.sfsu.edu/people/riptides-faculty)

• 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 EOS Center. The third committee member may an EOS Center-based PI, another SF State faculty member (not formally affiliated with EOS Center), 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: It is required that you 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).

Proposal for 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.u.grad/files/assets/forms/thesis-dissertationguidelines.pdf](http://grad.sfsu.edu/sites/sites7.sfsu.edu.u.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 EOS Center at least one week prior to the defense date. your defense seminar should also be announced in EOS Center’s weekly digital newsletter.
- Work with your committee to schedule a date for your thesis defense. Reserve a room for your defense with the EOS
Financial Support

We strongly encourage all students to submit the Free Application for Federal Student Aid (FAFSA) as soon as possible for each academic year. [Link to FAFSA Website]

You may be eligible for need-based scholarships, awards, work-study or student loans. Even if you decide not to take out a student loan, having your eligibility established will allow you to access those funds in a timelier manner, should an unanticipated financial need emerge.

Research Assistantships:

Students may be supported as research assistants (RAs) on externally funded research projects secured by their Major Advisor. Support can include salary or wages and sometimes tuition too. Discuss this option with your Major Advisor.

Scholarships

NSF Research Trainee Fellowship recipients: $34K divided equally over 12 months starting as early as June during the first summer plus tuition for semesters 3 & 4. Students must have submitted the BARGE 2 form for the fellowship to commence. Note, students on NRT Fellowships are not allowed to work during their fellowship period. The fellowship and tuition will discount your calculated financial need and reduce or eliminate your eligibility for other forms of financial aid. Please confer with the financial aid office for additional information.

SF State Scholarships: A full listing and applications for SFSU scholarship opportunities are here: [Link to SF State Scholarships Website]

Biology Department: Graduate support opportunities for the Biology Department are posted here: [Link to Biology Department Scholarships Website]

SEO Office: Scholarship options are primarily to increase diversity of the scientific workforce in biomedical sciences, but students working at EOS Center have been awarded those scholarships in the past. [Link to SEO Office Website]

CoSE Scholarships: Scholarship applications generally due in Spring.

EOS Center SF Bay Scholarship: $500 for 1 academic year administered by Erin Blackwood. To apply go to [Link to EOS Center SF Bay Scholarship Website]

10 outreach hours must be completed within the calendar year.

Student in Residence Position: Four graduate students can live at the Ohrenschall Guest House at the EOS Center. These 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, starting in August 2018 through August 2019. Full-time students in good standing have the opportunity to be a student in residence for two years. However, students with RIPTIDES funding in their second year are not eligible for this position 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 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

2019 CSU Trustees’ Award: ($6,000 to $12,000 awards): April 18 Application Deadline: 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

*SFSU Financial Aid Website:* http://www.sfsu.edu/~finaid/newguide.html#StASp

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

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

RIPTIDES students can have 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 RIPTIDES program, but you may do these multiple semesters depending on your sources of support. To be considered for a GTA/GA award in Biology, please contact Giovanna Tuccori: gmt@sfsu.edu. For other Departments please confer with your advisor.

**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 2017)*.

**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),
- BIOL311-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

**RIPTIDES Funds for Travel:**
Attending professional scientific conferences is an important part of your masters training. Discuss which conferences are most appropriate with your Major Advisor. RIPTIDES trainees are eligible to receive travel funding for one meeting in the 2nd year of the program. As RIPTIDES students, we have some good news for you! The NSF grant that supports the RIPTIDES program includes some funding to support your travel to present your research at a scientific conference. We can also offer you some funds towards travel related to your internship this Fall. Here are the details:

**1. Conference funding:**
Each RIPTIDES student will be able to claim up to $1,000 each for conference-associated travel costs as a travel reimbursement. RIPTIDES students are expected to present their research at a scientific conference at least once. You must be presenting your research as a contributed talk or posted to be eligible for these travel funds.

**What can I claim?**
Meeting registration, airfare, mileage, car rental, parking, tolls, airport shuttles, hotels as per CSU and SF State travel policy. If you want just the highlights see this link instead. To claim mileage, you MUST be authorized to drive on University Business and have completed the Defensive Driver Training through SF State.

**Timeline:**
You are allowed to claim up to $1,000 in conference-associated costs until you graduate from the program. Note that travel claims must be submitted within 90 days of travel and that you must file a request for authorization (RAT) to travel BEFORE making any reservations for travel. You must plan in advance!
How do I claim?
Keep all receipts for the conference-associated expenses and fill out a travel claim form together with Adam’s assistance.

2. Fall 2019 Internship Travel Funding:
RIPTIDES students enrolled in MSCI 788 are able to claim up to $200 in travel expenses (mileage, public transportation, etc.) incurred for required travel to and from your internship site to home or the EOS Center, whichever is closer (as required by state and university travel policy).

How to I claim?
This is a two-step process:

a) Submit a Blanket RAT form within the first week of the 3rd semester to RIPTIDES Coordinator (Adam). IMPORTANT: This form only authorizes day trips and does NOT cover any overnight travel (e.g., to scientific conferences).

b) Submit Travel Claim twice to RIPTIDES Coordinator (Adam): on October 15th and December 15th to claim the travel incurred between the start of your travel authorization period and these dates, respectively.

Other options for Travel Funding for Scientific Conferences:

- **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
- **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 EOS Center 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 EOS Center Student Association (EOSSA) representatives to find out more about the award opportunities!
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, Delta Hall 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://EOSCenter.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 and timelines
• Discuss coursework options with students
• Advise students about administrative paperwork requirements and timelines including Advancement to Candidacy (ATC), Culminating Experience Proposal (CEP) Form, Animal or Human Subjects Protocol Forms, and Thesis Prospectus.
• Serve as a liaison 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 encourages and fosters open communication and collaborative problem solving. 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 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 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 challenges or have any concerns 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 try and resolve misunderstandings by first talking with their Major Advisor. If the problem cannot be resolved by speaking with your advisor, do not hesitate to contact members of the RIPTIDES Leadership Team or the Graduate Advisor.

**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 may request a change. Initiation of that change involves contacting the Graduate Advisor or any members of the RIPTIDES Leadership Team.

**Ownership of Research Data and Projects**
Prior to conducting thesis research, students and Research Advisors should clarify issues of ownership of research projects being 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**
Authorship or co-authorship on publications resulting from student theses should be discussed with your research mentor at the start of your program and before you commence your research. The American Geophysical Union has a website on publication ethics that provides information on authorship guidelines and related issues here: [https://ethics.agu.org/home/publication-ethics/](https://ethics.agu.org/home/publication-ethics/).

Timely progress is expected toward publication of thesis research upon completion of the project. 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 a more active authorship role and revise the order of authorship 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**
San Francisco State University does not discriminate on the basis of gender, which includes sex and gender identity or expression, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of gender or sexual orientation in employment, as well as in all education programs and activities operated by the University (both on and off campus). The protection against discrimination on the basis of gender or sexual orientation includes sexual harassment, sexual misconduct, and gender based dating and domestic violence and stalking. See: [http://titleix.sfsu.edu/](http://titleix.sfsu.edu/) for additional information and resources. 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](http://titleix.sfsu.edu/contact)

SF STATE's Code of Student Conduct is available in the University Bulletin ([http://bulletin.sfsu.edu/](http://bulletin.sfsu.edu/)) and at this website: [https://conduct.sfsu.edu/standards](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).

In addition to the above formal policies of SF State, many scientific societies have shown leadership in adopting updated policy statements regarding scientific integrity and what constitutes scientific misconduct. The EOS Center aligns itself with the AGU’s Policy for Scientific Integrity and Professional Ethics (https://ethics.agu.org/): “Scientific integrity and ethics are fundamental to scientific advancement and science cannot flourish without the respectful and equitable treatment of all those engaged in the scientific community.”

Please sign and turn in this policy to RIPTIDES Coordinator, Adam Paganini. The signed form must be in your graduate file before your ATC and Culminating Experience Form is processed.
Graduate Student Life at EOS Center

The EOS Center Community
Being a graduate student at EOS Center grants you a unique opportunity to become part of a tight-knit community of scientists working on diversity of important problems. EOS Center 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. EOS Center 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 EOS Center; the graduate students, postdocs and lab technicians, the administrative staff, the facilities staff, marine operations staff, and faculty. The EOS Center lab technicians and post-docs 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:
- EOS Center Twitter: https://twitter.com/EOS_Center_sfsu?lang=en
- EOS Center Instagram: https://www.instagram.com/eoscentersfstate/
- EOS Center Facebook: https://www.facebook.com/rombertiburoncenter/
- EOS Center 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 EOS 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 “EOS Center Weekly Bulletin.”

Websites
The EOS Center website has all of the important information you need to know about working at EOS Center, 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 has 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 EOS Center’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 EOS Center.

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.

Printing at The EOS Center:
There are four locations you can wirelessly print to here at the EOS Center: 1) Black & White in the Admin area (2nd floor of Delta Hall) 2) Color in the Admin Area 3) Black & White in the Kern Classroom and 4) The Ricoh Color Copier in the mail room. Here are instructions for adding the printers to your personal computer operating systems that will allow you to print:

For Mac OS High Sierra:
- System Preferences -> Printers and Scanners -> Click “+” on bottom left of Printers list
- Click “IP” on top left
- In “Address” type in:
  - For Building 36 Admin Area B&W: 130.212.90.99
  - For Building 36 Admin Area Color: 130.212.90.100
  - For Kern Classroom B&W: 130.212.90.101
- In “Protocol” make sure Line Printer Daemon – LPD is selected
- “Name” and “Location” are cosmetic; enter something descriptive in plain language
- “Use” should be Generic PostScript Printer
- Click “Add”
- Make sure Duplex Printing Unit is checked
- Click “OK”
Windows 10:
- Control Panel -> Under Hardware and Sound, choose “View devices and printers”
- Click “Add a printer” near the top
- Click “The printer that I want isn’t listed” (no need to wait)
- Choose “Add a printer using a TCP/IP address or hostname”
- Device type should be left as Autodetect
- In “Hostname or IP address” type in:
  - For Building 36 Admin Area B&W: 130.212.90.99
  - For Building 36 Admin Area Color: 130.212.90.100
  - For Kern Classroom B&W: 130.212.90.101
- Leave Port name alone
- Make sure “Query the printer…” is checked and click “Next”
- For “Printer name” enter something descriptive in plain language, and click “Next”
- In the Printer Sharing dialog, choose “Do not share this printer”, and click “Next”
- Print a test page if you like, then click “Finish”

Baywater System
EOS CENTER 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 and make a room reservation please reference the website room calendar and reservation system at: https://romberg.webcheckout.net/patron. Use this software to reserve a room.

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.

EOS Center’s R/V: The 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.

EOS Center Vehicles (Trucks)
EOS Center Vehicles, including pickups and a suburban are available for use and are reserved online: https://romberg.webcheckout.net/patron. Use this software to reserve a room.

Defensive Drivers Training (DDT) 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 EOS Center 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.**

**Office supplies**

There are office supplies in the Delta Hall 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 EOS Center 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 Delta Hall and in Estuary Hall. The offices are quiet work zones, and the common space is great for holding meetings / conferences. There are two student desk rooms (Purple and Blue, shown below).

Additional desk space is available on the second floor of Estuary Hall. If you would like to request desk space please contact Brita Larsson. All desks are assigned on a semester basis.

**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 EOS Center has a mailbox in the Mail and Copy Room in Delta Hall. 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**:

**Estuary & Ocean Science Center**  
San Francisco State University  
3150 Paradise Drive, Delta Hall  
Tiburon, CA 94920  
**Attention**: Your name here

Mail that you have sent to EOS Center should be University related. But it’s not the end of the world if you need to have a package delivered here. Please be aware there is no weekend mail delivery, so if your grandma sends you a birthday card with cash, you won’t get it until the week day.

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 EOS CENTER mailbox located at the 3150 Paradise Drive entrance. For work related mail, users should add postage before putting in the outgoing box.
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 mail room. 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 EOS CENTER twice a week (Mondays and Wednesdays) and placed in your EOS Center mailbox. Outgoing campus mail should be put in the Outgoing Campus Mailbox in the Mail and Copy Room (Delta Hall). The SFSU/EOS Center 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 EOS Center 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 EOS Center 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 Delta Hall. Provide the following address/information to the sender:

Estuary & Ocean Science Center  
3150 Paradise Drive, Delta Hall  
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 deliveries go to Bldg. 36. If it’s large, or heavy or requires a forklift or manpower, contact Faculties for help. Or once you accept the delivery, see if the driver can redirect to the building you need it in. 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.

In Buildings 36 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 EOS CENTER 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 EOS CENTER 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:

Estuary & Ocean Science Center  
3150 Paradise Drive  
Tiburon, CA 94920  
Attention: Your name & number here

**FEDEX Pick-ups**

Packages are only picked up from Delta Hall. 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 – Jennifer Viale.

**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 EOS CENTER. 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

**Computers/office equipment/printing**

There are computers available for you to use in the Kern classroom and the NERR library. There are wireless printers that you should connect to such as: the Kern classroom (black and white printer), the administrative offices areas on the second floor Delta Hall (b/w printer as well as a color printer), as well as the Richo color copier as well. 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 EOS Center website (email Joe Agosto, agostojb@sfsu.edu).

**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. Pleases 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:
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

Library/Other Resources

NERR library: MS theses completed at EOS Center are available for use while in the NERR library (shown below). 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: EOS Center 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 EOS Center

The EOS Center Tiburon Center Student Association is the governing body for the graduate student voice here at EOS Center. The EOS Center SA 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 EOS Center SA 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 EOS Center SA is a good way to stay connected with the cohort, community, and the rest of the staff. Talk to your EOS Center SA leaders about signing up for a position. You are encouraged to serve as an officer of the EOS Center SA at least one, but no more than two semesters.

Outreach

EOS Center 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 EOS Center scholarships require participation in outreach activities.

Important EOS Center 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 Delta Hall for meetings (w/ advisor, peers, lab, etc…). Please let Jennifer know all about you, and she’ll post the information in the weekly newsletter “EOS Center Weekly Bulletin” 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 EOS Center, 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 EOS Center staff please visit http://eoscenter.sfsu.edu/people/staff.

Getting to EOS Center

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 EOS Center. 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://eoscenter.sfsu.edu/contact/directions
Public Transportation
The closest you can get to EOS Center 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/](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/](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/](https://www.clippercard.com/)

Bicycle
Cycling to EOS Center 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 EOS Center 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](http://www.marinbike.org/Map/Index.shtml).
EOS Center is located at sea level. However, the route to EOS Center 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 EOS Center 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.
EOS Center does have showers, so feel free to ask about using them if you arrive sweaty. Your bike can be parked in the atrium of Delta Hall along the bike rack.

In May the EOS Center 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](https://teambikechallenge.com).

I.D. Cards, University Password, and Email

**SFSU ID Cards:**
Info can be found here:[http://onecard.sfsu.edu/](http://onecard.sfsu.edu/)

**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](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.

**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 e-mail. 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.

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 for your cohort where all of the forms and other internal resources needed for the RIPTIDES program will be posted.
Lower campus: 3150 Paradise Drive

Delta Hall (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 Ohrenschall 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