

Hello!

On behalf of the Biology Department Graduate Students, welcome to Baylor University! We are happy to have you here and invite you to learn more about our Department's Graduate Student Society (CEGSS).

Where did CEGSS come from?

Our department has two main branches: CMHD (cellular, molecular, health and disease) and EEO (ecology, evolution, organismal). The main difference (besides subject matter) being CMHD students do lab rotations while EEO students come in with a main advisor already selected. Both represent *amazing* work and even **more amazing** graduate students. CEGSS was founded by Dani Crain and Felicia Osburn in March 2018 and gets its name from both of these branches!

So, what is CEGSS?

We are totally graduate-student run and are supported by the CEGSS faculty sponsor Dr. Jason Pitts, the GPD (Graduate Program Director) Dr. Ryan King, and the department chair Dr. Dwayne Simmons. Our goal is to:

- Increase camaraderie among graduate students in the Biology department
- Provide members with an outlet to:
 - Practice presentations
 - Participate in community outreach
 - Increase communication between faculty and graduate students
 - Engage in professional development beyond what the Graduate School provides

Who's who for 2019-2020?

Will Matthaesus, President: Will_Matthaesus@baylor.edu

Kelsey Johnson, Vice President: Kelsey_Johnson1@baylor.edu

Patrick Charapata, Treasurer: Patrick_Charapata1@baylor.edu

Brooke Morris, Social Chair: Brooke_Morris@baylor.edu

Grace Pruett, Media Chair: Grace_Pruett@baylor.edu

Sunshyne Hendrix, Community Outreach Chair: Sunshyne_Hendrix@baylor.edu

Brittany Perrotta, Speaker Coordinator: Brittany_Perrotta@baylor.edu

Kaitlin Murtha, Workshop Chair: Kaitlin_Murtha@baylor.edu

Felicia Osburn, Biology Symposium Director: Felicia_Osburn1@baylor.edu

Bryan King, Recruitment Chair: Bryan_King1@baylor.edu

Aadil Sheikh, Photographer: Aadil_Sheikh@baylor.edu

Jason Pitts, Assistant Professor and Faculty Sponsor: Jason_Pitts@baylor.edu

How do you get involved?

Watch for emails for the Fall 2019! Can't wait? Reach out to Will to learn more!

Biology Department Graduate Guide (2019-2020)

Welcome to Baylor! This is a graduate student guide for the biology department, MADE by graduate students from the Biology department. It's meant to help introduce you to Waco as well as Baylor and we hope it is useful!

All the grad students are just an email or knock away; we want you to be able to hit the ground running your first year!

Outline:

Moving to Waco/About Waco	3
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Other tips/tricks/points of interest	8
First things to do to get functional on campus.....	9
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Moving to Waco/About Waco

RECOMMENDED places to live in Waco

(Note: Robinson and Hewitt aren't too far away)

Bearcribs.com	Quick resource to get a lay of the land near campus
Rivercrest	Close to the BSB, higher end price range, newly renovated
Baylor Plaza 3	Inexpensive, older, managed by Brother's Management, heavily grad-student populated
<ul style="list-style-type: none">• Be wary of Brothers Management as some grad students have had bad experiences, especially with maintenance concerns• If you want to avoid areas heavily populated with undergraduates, it's best to avoid large apartment complexes/buildings (like The View and many of the complexes on the east side of La Salle on University Parks)	

Places to have fun

(plus <http://www.actlocallywaco.org/calendar/> for local events monthly!)

Outdoor

- Waco Mammoth National Monument
- BSR Cable Park (lazy river, huge slides)
- Waco Farmer's Market (Saturdays year-round!)
- Cameron Park (hiking, disc golf, mountain biking, river)
- Cameron Park Zoo (Brew at the Zoo is a yearly event)

	<ul style="list-style-type: none"> • Paddling the river (students get free canoe/kayak/paddle board rentals) 																
Educational / Historic	<ul style="list-style-type: none"> • Waco Mammoth National Monument • Mayborn Museum (free for students!) • Hippodrome (historical theater - movie with dinner and drinks!) 																
Magnolia	<ul style="list-style-type: none"> • Magnolia Table • Magnolia outlet store • Magnolia Market at The Silos 																
Bars	<table> <tr> <td>Downtown:</td><td>Around Waco:</td></tr> <tr> <td>• True Love</td><td>• Dancing Bear Pub</td></tr> <tr> <td>• Barnett's Pub</td><td>• Bare Arms Brewery</td></tr> <tr> <td>• Dichotomy</td><td>• Balcones Distillery</td></tr> <tr> <td>• Klassy Glass</td><td>• Brotherwell Brewing</td></tr> <tr> <td>• Cricket's</td><td>• Hemingway's</td></tr> <tr> <td>• The Backyard</td><td>• Blue Dog/Salty Dog</td></tr> <tr> <td>• Waco Winery</td><td>• Pinewood Public House</td></tr> </table>	Downtown:	Around Waco:	• True Love	• Dancing Bear Pub	• Barnett's Pub	• Bare Arms Brewery	• Dichotomy	• Balcones Distillery	• Klassy Glass	• Brotherwell Brewing	• Cricket's	• Hemingway's	• The Backyard	• Blue Dog/Salty Dog	• Waco Winery	• Pinewood Public House
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Dancing	<ul style="list-style-type: none"> • Melody Ranch (relaxed & free to 21+ on Fridays, live music Saturdays) • Austin's (many undergrads) 																
Shopping	<ul style="list-style-type: none"> • Spice Village • Central Texas Market Place • Richland Mall • Free and For Sale Facebook pages in the Waco area – there are at least three which are very helpful) 																
Outside Waco	<ul style="list-style-type: none"> • Austin / Dallas 																

Foods/restaurants

Baked Goods	Shipley's Donuts, Daylight Donuts, Czech Stop (kolaches), Nightlife Donuts
Coffee	Dichotomy, Common Grounds, BRÛ Coffee House, Pinewood Coffee Roasters, Fabled Bookshop & Cafe
BBQ	Rudy's, Vitek's, Tony Demaria's Bar-B-Que, Guess Family BBQ (food truck)
Southern	Cajun Craft, Luby's, Sascees, Sam's Southern Eatery, Butter My Biscuit
Tacos	Torchy's, Fuzzy's, Fuego, Taqueria Zacatecas
Mexican	Taqueria El Crucero, Lolitas, Taqueria #9, Chuy's, Ranchito, Ruffi's
Asian/Asian-Inspired	Wako Roll, Cathay House, Clay Pot, Bangkok Royale, Blasian Asian, Stone Hearth, Club Sandwich, Kitok's
Mediterranean	Zoe's Kitchen, D's Mediterranean Grill, Alpha Omega, Xristo's, Mr. Greek
American	Milos All Day, George's, Twisted Root, Whataburger, Homestead Heritage
Pizza	Old Chicago, Shorty's, Marco's, Moroso's
Food trucks	University Parks, La Salle Avenue

Physical fitness

Gyms	<ul style="list-style-type: none">• SLC (Student Life Center, included in our student fees)• Gold's Gym• Planet Fitness• Underground Performance	<ul style="list-style-type: none">• Lil Diesel Gym LLC• GymX Fitness• JR CrossFit• CrossFit Misfits• CrossFit Waco• Twin Bridges CrossFit
Clubs	Waco Striders Running Club, Waco Bicycle Club	
Running/ Triathlon Events	Bearathon, TriWaco, Miracle Match Relay, Great Brazos Relay	

Mental fitness

- Baylor has a counseling center that is **free** for all graduate students to access – first visit is walk-in during their office hours (http://www.baylor.edu/counseling_center/)
- Take breaks (whether 15 min or a week), communicate clearly with your adviser about expectations, find your people here (we are an amazing group of people!), and support and love one another.

Grocery stores

- HEB, Walmart, Sam's Club, Target, Brookshire Brothers, Aldi's

Veterinarians

- Hewitt Veterinary Clinic, Animal Birth Control (ABC – cheap vaccinations and prescriptions), Animal Hospital of Waco (on La Salle), Ramsgate Veterinary Clinic
- ****Please be sure** your dogs and cats are on a monthly heartworm preventative! Heartworm prevalence is very high in Texas and treatment is expensive. Parvo virus vaccination is also recommended, as it is prevalent here. Flea and tick preventative is also highly recommended**

Important points of contact within the Biology Department

Administration

- Administrative Assistant: **Sandy Tighe** (sandy_tighe@baylor.edu)
 - If you need approval for a class, you and your advisor have to fill out a tiny green form (which you can pick up in the biology department room (B207)). Give this form to Sandy so she can input the approval so you can sign up for your class. *Note: If the faculty member you need to sign for a class is not on campus during registration, you can contact them via e-mail through amanda_clayton@baylor.edu for approval.*
 - Reserves vehicles
 - Sends out departmental emails
 - Organizes Dr. Simmons's schedule (Biology chair)
- Graduate Program Coordinator: **Amanda Martinez (THE main contact for graduate student needs)** (amanda_clayton@baylor.edu)
 - Tuition Waivers (tell Amanda your schedule each semester, but she will send out an email requesting you to provide her with that)
 - Stipend Entries (both TA and RA) and payroll submission
 - TA Schedules (Tip: if you can't teach for a particular summer session, let her know way ahead of time so that you can be accommodated if possible)
 - Smith Fellowship Application processing
 - Scheduling rooms for conferences, presentations, defenses (or anything else related to the graduate program)
 - Submitting forms to the graduate school (prelims, oral, candidacy, etc.)
 - Any questions about classes can go to Amanda (that don't involve questions that are more appropriate for your adviser)
- Undergraduate Academic Support Associate: **Brandi Phythian** (brandi_phythian@baylor.edu)
 - As the name suggests, main point of contact for biology undergraduate students
- Research Administrative Associate: **Kathy Svrcek** (kathy_svrcek@baylor.edu)
 - Handles grant money from funded proposals
 - Occasionally will deal with reimbursements to graduate students
- Budget Coordinator: **Darla Millsap** (darla_millsap@baylor.edu)
 - She orders whatever you or your adviser have requested for your lab – likely the only time you will order directly through Darla is if you have Glasscock funding (an internal funding source for Baylor students from the Gus Glasscock Jr fund)
 - Occasionally will deal with reimbursements to graduate students or with travel funds from the Graduate School
 - **EEO students:** If involved with CRASR (Center for Reservoir and Aquatic Systems Research) you will mainly be working with their office manager Heidi Mueller (Heidi_Mueller@baylor.edu) as budget coordinator.
- Department Business Manager: **Terri Hastings** (terri_hastings@baylor.edu)
 - She has a limited direct role with graduate students, although the GPD or GPD administrative assistant frequently seek her assistance for a variety of issues. Generally, seek out Amanda or Ryan before contacting Terri.

Biology Department Heads

- Graduate Program Director, Biology: **Dr. Ryan S. King** (ryan_s_king@baylor.edu)
 - Dr. King's responsibilities include serving as a direct link between the Graduate School and the department, managing stipend and tuition annual budgets, organizing annual recruiting events, assignment of teaching assistants to courses, reviewing and approving coursework transfers and other petitions, soliciting ideas, feedback, and approval about changes to the curriculum and graduate handbook, providing advice and guidance to students, and serving as a mediator between students or faculty in special cases of professional or personal conflict.
- Biology Department Chair: **Dr. Dwayne Simmons** (dwayne_simmons@baylor.edu)
 - Hired in 2016, he is intent on increasing diversity and is all around open to suggestions for how to improve the biology department.

Get Connected, Get Involved

Organizations/Groups

GSA (Baylor Graduate Student Association)	<p>While CEGSS is the Biology department's new graduate student association, the Baylor GSA is a recognized entity across all of campus. They put on great events for graduate students and it is a great way to meet other graduate students outside of our department.</p> <p>If you are interested in becoming involved, the Biology department has a representative and an alternate representative</p> <p>https://www.baylor.edu/gsa/</p>
CEGSS (CMHD/EEO Graduate Student Society)	<p>Society of all things graduate student in the Biology department</p> <p>http://blogs.baylor.edu/cegss/</p>
PyPhD (Present Your PhD)	<p>Outreach group with low time commitments and a strong track record of continuous community connections</p> <p>http://blogs.baylor.edu/presentyourphd/</p>
WITA (Women in the Academy)	<p>Campus-wide organization connecting graduate student women with female faculty mentors</p> <p>https://www.baylor.edu/graduate/currentstudents/index.php?id=98896</p>
WISE (Women in Science and Engineering)	<p>Seminar series promoting the work of women in STEM, especially at the graduate level</p> <p>https://www.baylor.edu/graduate/currentstudents/index.php?id=946410</p>

Social Media:

GSA	https://www.facebook.com/BaylorGSA/ https://twitter.com/Baylor_GSA
CEGSS	https://www.facebook.com/groups/BaylorCEGSS/
PyPhD	https://www.facebook.com/presentyourphd/
WITA	https://www.facebook.com/WomenintheAcademy/
WISE	https://www.facebook.com/BaylorWISE/
Baylor Community	<p><i>Note: you must join this group first to access others within the BU community</i></p> <p>https://www.facebook.com/groups/groupsatbaylor/</p> <ul style="list-style-type: none">• Baylor Biology Graduate Students: https://www.facebook.com/groups/BaylorBiologyGradStudents/• Baylor Graduate Students: https://www.facebook.com/groups/1379367959049709/• Baylor Biology: https://www.facebook.com/groups/BaylorBiology/• Free & For Sale: https://www.facebook.com/groups/347969278595389/
Lost Pets	Central Texas Lost & Found Pets: https://www.facebook.com/groups/CTLAFP/

Other tips/tricks/points of interest

Graduate student resources

- Professional Development provided by the Graduate School:
<https://www.baylor.edu/graduate/index.php?id=958621>
- Graduate Writing Center: Need help with writing? Use this resource! They have actual science writers on their staff <https://www.baylor.edu/graduate/index.php?id=959316>
- 50 GB free online storage through Baylor Box <https://www.baylor.edu/its/index.php?id=94642>

Internal funding

- University Research Council (URC – your adviser must submit this, but you can write it)
- C. Gus Glasscock, Jr. Endowed Fund of Excellence in Environmental Sciences (sometime in March they will require an intent to submit, and then the actual grant is due April sometime)
- Smith Fellowship (you can get paid back for some school books you bought, conferences, conference member fees, etc. – happens every year if there is the funding for it, need to submit a FAFSA to be approved by showing “need”)
- Graduate School Travel Award Programs (for traveling to a conference you’re presenting at, or to promote doctoral research):
 - <https://www.baylor.edu/graduate/index.php?id=959180>

Useful things

- STEM workshops (workshops related to the STEM field, subjects vary from women in science, how to handle stress, how to write grants, etc.)
- Preparing Our Future Faculty (PROFF) workshops
- Grant writing workshops
- Formatting workshops (to help with formatting your thesis)
- Opportunities to join one of the MANY groups organized by grad students both in and out of the biology department
- Three Minute Thesis – Annual competition hosted by the GSA. A national event, students are given three minutes to present their research to a non-specialized audience. Cash prizes are awarded to the top 3 presenters (<https://www.baylor.edu/gsa/index.php?id=68277>)

Interested in pursuing teaching or outreach?

- Academy of Teaching and Learning (ATL) workshops (<https://www.baylor.edu/atl/>)
- Seminars for Excellence in Teaching workshops (SET – offered by the ATL)
- Teaching Capstone in Higher Education (TeaCHE)
<https://www.baylor.edu/graduate/index.php?id=959390>
- Volunteer at the Mayborn Museum (<https://www.baylor.edu/mayborn/>)
- Skype a Scientist (<https://www.skypeascientist.com/>)
- Present Your PhD (PyPhD): Outreach to the public, oriented specifically towards grade-school students, focuses on discussing graduate school and your research specifically, good way to connect with community (<http://blogs.baylor.edu/presentyourphd/>)

First things to do to get functional on campus

- Much of this is covered by Graduate Student Orientation
 - Admitted students: <https://www.baylor.edu/graduate/index.php?id=959348>
 - New graduate student orientation:
<https://www.baylor.edu/graduate/index.php?id=961039>

Forms and Helpful Documents

- In the next several pages you will find:
 - Key card form (pages 10-11)
 - Access into the BSB on weekends and after hours, service elevators, access to MBC etc.
 - Physical key form (page 12)
 - Note: this can take up to 2 weeks, so plan accordingly
 - Timeline (pages 13-15)
 - Made by Dani Crain to help Biology PhD students keep track of major check points in their degree, along with the resources available to graduate students and when to best take advantage of them.
 - Page 13: Timeline for your first 2 years
 - Page 14: Timeline for 3+ years into your PhD
 - Page 15: Entire timeline for all 5+ years

Sciences Facility Card Access Form

(Check the access you require and submit the form to your department for approval)

Please print clearly.

(Date) _____ (Name) _____ (ID No)

Biology _____
(Department) _____ (Department Head Signature)

☐ Faculty ☐ Staff ☒ Grad ☐ Undergrad

(Advisor / Supervisor Signature)

Card expiration date (mo/day/yr) _____

Access Days: ☐ M-F ☒ 7 days/wk

(per Advisor/Supervisor)

Access Times: ☒ 24/7 ☐ 8 am - 5 pm ☐ 7 am - 10 pm

***ID Card must be submitted for activation**

Biology

- ☒ Wing A.2 Entrance/ Exit (SW 8)
- ☒ Wing A.1 Entrance/ Exit (SW 8)
- ☐ A.305, Computer Lab (5334)
- ☐ *D.314, Molecular genetics T Lab
- ☐ *D.305, Genetics T Lab
- ☐ *A.223, Microbiology T. Lab
- ☐ *A.224R, Microbiology Prep Room

Biology / Chemistry Shared

- ☐ Wing C.3, Entrance/ Exit (SW 9)

Chemistry / Biochemistry

- ☐ Wing C.2 Entrance/ Exit (SW 9)
- ☐ Wing E.1 Entrance/ Exit (SW 10)
- ☐ Wing E.2 Entrance/ Exit (SW 10)
- ☐ C.329.3, Drug Discovery Center (5339)
- ☐ E.230, Computational Lab

Chemistry/Physics Shared

- ☐ Wing C.1 Entrance/ Exit (SW 9)

CRASR

- ☐ Wing C.4 Entrance/ Exit (SW 9)

Environmental Science

- ☐ Wing A.4 Entrance/ Exit (SW 9)
- ☐ A.415 Lab Prep

Geology

- ☐ Wing E.4 Entrance/ Exit (SW 10)
- ☐ D.405, GIS computer T Lab
- ☐ D.408, Geophysics Lab
- ☐ E.418R, Grad Computer Lab
- ☐ Carlile Annex, front door
- ☐ Carlile Annex, Service Area

Physics

- ☐ Wing E.3 Entrance/ Exit (SW 10)
- ☐ E.340, Computer Laboratory

Psychology/Neuroscience

- ☐ Wing A.3 Entrance/ Exit (SW 8)
- ☐ C.405, PN Computer T Lab
- ☐ B.412, computer classroom (5344)
- ☐ *A.306, NSC 1306 Computer T Lab
- ☐ *A.321, Biopsychosocial Mechanisms Lab
- ☐ *A.355R, Substances

See reverse side for additional access

Sciences Facility Card Access Form

(Check the access you require and submit the form to your department for approval)

Please print clearly and provide a brief justification for the following card access.

This is to add access to the ICP MS Lab in addition to access already granted on a previous form.

Facility Shared Space

- ☒ Building Entrance/Exit Doors
- ☒ Service Elevator Lobbies
- ☐ Elevator Cabs (Penthouse-5th floor)
- ☐ Stockroom Corridor Entrance/ Exit
- ☐ Exterior door at truck doors (5310)
- ☐ Service area truck gate (5309)
- ☐ F.101, mailroom

CMI

- ☐ A.153R, CMI Lab

(Dr. Bernd Zechmann, signature required)

☐ Restricted Access (1461)

Instrumentation Lab

- ☐ C.216, Instrumental Analysis Lab

(Dr. Chris Becker, signature required)

MBC

- ☒ C.305R, MBC Door (5338)
- ☐ C.316, Radioisotope Lab
- ☐ D.307, Sterilization/Autoclave Room (5331)

(Dr. Michelle Nemec, signature required)

☐ Restricted Access (1461)

NMR

- ☐ *E.153R.1, 500 & 600 MHz NMR Lab.
- ☐ *E.208, 300 MHz NMR Lab
- ☐ E.215, 400 MHz NMR Lab

(signature required after training)

Mass Spec

- ☐ *E.156R.1, Mass Spectrometry Lab
- ☐ *E.159R, ICP MS Lab

(Dr. Alejandro Ramirez, signature required)

Entry Completed: _____
(Date)



BAYLOR
UNIVERSITY
FACILITY SERVICES

AUTHORIZATION FOR INDIVIDUAL KEYS

Date: _____

Name: _____
Please Print Clearly

Email: _____

BAYLOR ID Number: _____

Faculty ☐ Staff ☐ Student ☐

Department Account Number: _____

Office Phone Number: _____

Key ID Number: _____

Building: _____ Room Number: _____

Justification:

Print Name: _____
Department Head Date

Signature: _____

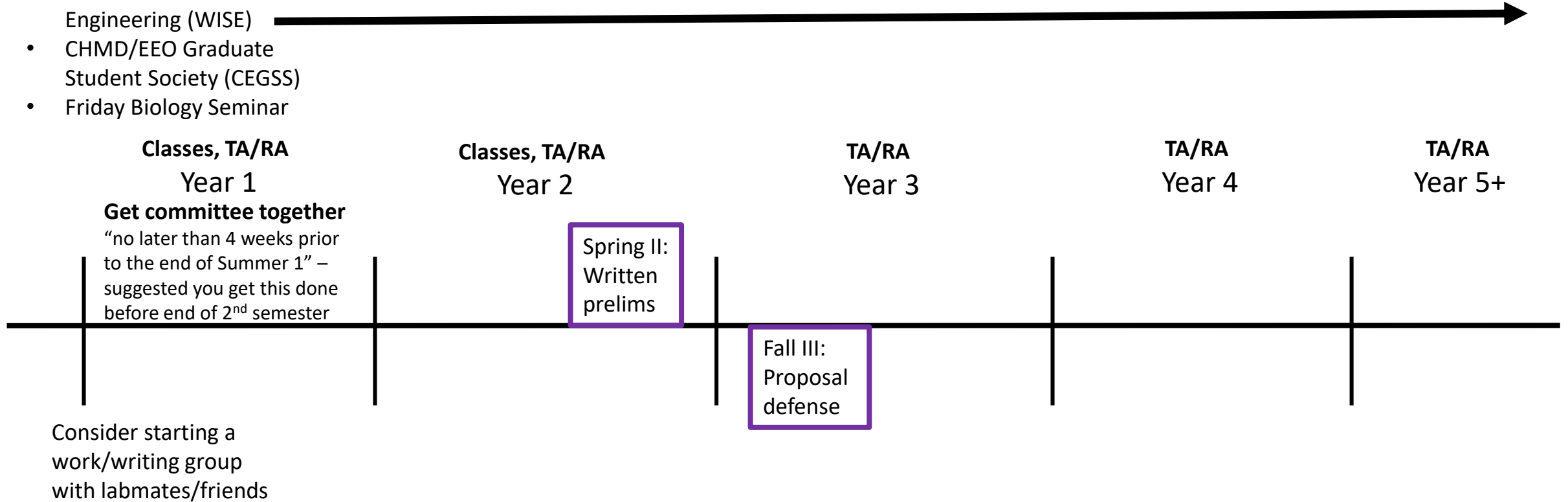
Approved: _____ Disapproved: _____

Signature: _____
Director, Baylor Facility Services Date

Please return completed form to the Hospitality Hub:
Email: SRC@baylor.edu
Fax: 254-710-1753

Years 1-2

- Present Your PhD (PyPhD)
- Women in Science and Engineering (WISE)
- CHMD/EEO Graduate Student Society (CEGSS)
- Friday Biology Seminar



Resources to be aware of:

- STEM workshops
- PROFF workshops
- SET seminars
- Women in the Academy Conference
- Academy of Teaching and Learning
- Grant writing class (Geosciences)
- Office of Vice Provost of Research (OVPR) Grant Writing Workshop

Years 3+

- Present Your PhD (PyPhD)
- Women in Science and Engineering (WISE)
- CHMD/EEO Graduate Student Society (CEGSS)
- Friday Biology Seminar

- 3 minute thesis
- Start writing group(s)
- WITA Mentorship program

Classes, TA/RA
Year 1

Classes, TA/RA
Year 2

TA/RA
Year 3

TA/RA
Year 4

TA/RA
Year 5+

Fall III:
Proposal
defense

Start applying for
jobs/post docs 1
year out from
graduation

Thesis defense
Keep in mind that
defense has to happen
mid-semester. For
May graduation,
defense must happen
in March.

Resources to be aware of:

- STEM workshops
- PROFF workshops
- SET seminars
- Women in the Academy Conference
- Academy of Teaching and Learning
- Grant writing class (Geosciences)
- Office of Vice Provost of Research (OVPR) Grant Writing Workshop

TeaCHE Certificate
(takes 1 year)

PROFF substance/style
of interviewing and
mock interview

- Present Your PhD (PyPhD)
- Women in Science and Engineering (WISE)
- CHMD/EEO Graduate Student Society (CEGSS)
- Friday Biology Seminar

- 3 minute thesis
- Start writing group(s)
- WITA Mentorship program

Classes, TA/RA

Year 1

Get committee together

“no later than 4 weeks prior to the end of Summer 1” – suggested you get this done before end of 2nd semester

Classes, TA/RA

Year 2

Spring II:
Written
prelims

TA/RA

Year 3

Fall III:
Proposal
defense

TA/RA

Year 4

TA/RA

Year 5+

Consider starting a work/writing group with labmates/friends

Start applying for jobs/post docs 1 year out from graduation

Thesis defense
Keep in mind that defense has to happen mid-semester. For May graduation, defense must happen in March.

Resources to be aware of:

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