

Department of Entomology

Graduate Student Handbook

Fall 2021: Hybrid edition



Welcome!

This is the 7th edition of the UMD ENTM Graduate Student Handbook, brought to you by the ESO! This survival guide was written for the students by the students, including University and department regulations, tips and tricks to get around your grad student years!
Welcome to the Department!

Quick Stats:

38 graduate students, 14 post-docs, 21 faculty members and 19 staff members

Important Websites:

- [ESO website](#) for updates and information on the life of a grad student in ENTM
- [Testudo](#) (Office of the Registrar) where you can check your financial status, register for classes, request a transcript, and more
- [ELMS](#) is the online platform for both undergrad and grad courses
- [Department of Transportation Services \(DOTS\)](#) where you can buy a parking permit, pay tickets and check the shuttle schedule
- [Bursar's office](#) has a breakdown of tuition and fees
- [Campus map](#) for finding buildings
- [University of Maryland Libraries](#) webpage gives journal access and general research assistance
- [University of Maryland Research Commons](#) lets you schedule one-on-one appointments to learn to use citation managers, statistics software, and more!

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About the ESO

The Entomology Student Organization (ESO) in the Department of Entomology at the University of Maryland is an organization established for the advancement and recognition of Entomology graduate students. Through its Constitution and By Laws it, "secures and protects the rights of all graduate students in the Entomology department." These rights are established as an executive governing committee made up of a President / Faculty Representative, Vice President, Treasurer, Social Chair, and Communications Officer. These elected representatives are responsible for all duties of the ESO, such as informing students of changes to departmental and university policy, distribution of departmental awards, and the planning and execution of department fundraisers and social events. All graduate students with an advisor affiliated with the Department of Entomology are members of the ESO. We have elections in the spring and anyone can be nominated! Check out the [position's descriptions](#) and nominate yourself or someone else!

2021 ESO Committee



President
[Kathleen Evans](#)
PhD student,
Espíndolab



Vice President
[Taís Ribeiro](#)
PhD student,
Espíndolab



Communications Officer
[Maddie Potter](#)
MS student,
Shrewsbury Lab



Social Chair
[Ángela Sáenz](#)
MS student,
Gruner Lab



Treasurer
[Demian Nuñez](#)
MS student,
Hooks Lab

Follow us on social media!

[Facebook](#) [Twitter](#) [Instagram](#)

[WPS Office Website](#)

Entomology Mentoring Program

The Entomology Mentoring Program is entering its fourth year. Our goal is to connect incoming ENTM graduate students and (students with advisors in ENTM) with more experienced graduate students in the department. In doing so, we hope help you build a community beyond your lab group and across the department. Mentors are expected to meet with mentees 2-3 times per semester in a student's first year. Reach out to your mentors about choosing classes, forming your committee, finding a favorite coffee shop, navigating administrative stuff, and working through any obstacles in your path. Want to try a new technique or borrow a piece of equipment? Your mentor may be able to help you find the right people to ask. As you transition into your second year, consider paying it forward and sign up to be a mentor!





Entomology Department Staff: Who is Who



[Leslie Pick](#)- Department Chair

[Josh Kiner](#) – Coordinator of Research & Graduate Studies- ORA and other routing forms (e.g., FastLane, Grants.gov) and budget preparation; graduate student recruitment at conferences, department retreat, shared departmental spaces, visitor schedules, ESA mixer, and other departmental events including ENTM and AGNR holiday parties; can grant permission for students to register for courses, answer questions about degree requirements, forms, and registration procedures and policies.

[Amy Yaich](#) - Administrative Assistant II - FedEx/UPS shipments/pickups; mail; department conference rooms; master and supply keys; electronic resources; Green Office program; colloquium; parking permits for faculty and staff; IPM conference and bug camp coordinator; bulletin boards; departmental news and departmental newsletter; web assistance (update department website, maintain an active social media presence, and write student/faculty spotlights); department directory and e-mail reflectors; answer phones and handle general inquiries.

[Debbie Thompson](#)– Business Manager- Jamie's office is between the main office and the chair's office. She manages reimbursements and large purchases (i.e. those that exceed pcard limits).

[Greg Hess](#) – IT Systems Manager. Greg oversees computing, maintains the computers in the computer lab, and gives IT assistance. If you've got a problem, email him at greghess@umd.edu. He'll also help with your personal computer or give you advice on which smartphone to buy too, just because he's a generally helpful dude.

[Todd Waters](#)- Agricultural Technician Supervisor- Todd is the go-to person for lab safety and training, and manages the shared equipment lab. If you need to be trained on equipment like the autoclave, keep your safety training records up to date, or want to get involved with the insect zoo, email Todd.

[Jeff Shultz](#)- Graduate Program Director.

[Eileen Jewison](#) – Account Clerk- Office supplies/keys & swipe card access/purchasing card paperwork. Eileen works 8-12:30 AM every day, so if you need to talk to her you have to do it in the morning. She maintains a supply of notebooks/pens/ batteries/pencils/folders/legal pads etc. If there's something you need for your desk/classes/etc. talk to her. If the printers are out of toner/paper talk to her.

[Bill Katsereles](#) – Finance Director- Bill oversees the office staff. He's knowledgeable about most things in the office, but going straight to Bill probably means you're probably going over someone else's head. Bill can explain the intricacies of almost every bureaucratic snarl at UMD.

[Pam Biery](#) – Business Coordinator Payroll/ Hiring/ Travel/ Reimbursement. If you're hiring a new technician, having an issue with getting paid or your health insurance, or going on a conference or research related trip, talk to Pam. If you don't know who to talk to, try Pam, she'll send you to the right person.

[Sydney Wallace](#) - Greenhouse Space. Sydney is the greenhouse manager. If you'd like to reserve greenhouse space it's best to go over to the greenhouse to talk to Sydney in person, or give him a phone call at 301 405-4375.

[Cory Whitman](#) - Grant applications and oversight. Cory works for the Office of Research Administration (ORA). If you've found a grant you'd like to apply for go talk to Cory. Any grant that you apply for has to be approved by a bunch of people first. They prefer to have the application at least a week ahead of time, but if you give Cory some warning that you're going to be getting one in late he can be prepared to rush it. He'll coordinate this with Josh.

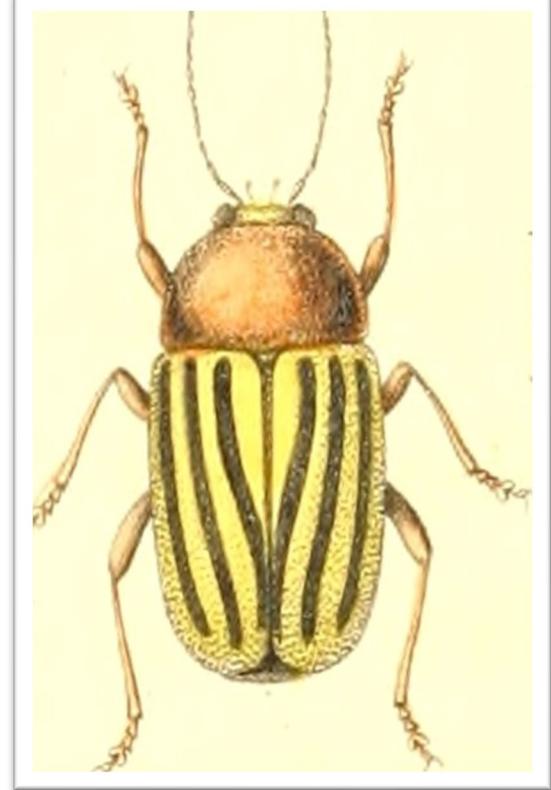
[Zinia Garcia](#) – Contract Administrator (Office of Research Administration). Josh serves as the point of contact for Zinia/ORA. If you've found a grant you want to apply for, send the solicitation to Josh immediately. He needs to be notified at least 2 weeks prior to the deadline. He will work with you on the budget, other administrative details, and routing the proposal through the various department and university review channels.

Degree Requirements

The requirements for a degree are found on the [entomology department website](#), with separate pages for [M.S.](#) and [Ph.D.](#) requirements. The [Graduate Student Resources](#) page is also a useful source of information.

A new tool to track your progress, [U.achieve](#) launched this year. U.achieve is tailored to each grad program so it should accurately automatically track your progress towards your degree! It also shows you pretty graphs detailing your progress. It's brand new, so a few bugs still exist, but Josh Kiner is working hard to make it run smoothly for ento grads. First check out this helpful [guide](#) and if you still have questions, ask Josh.

You can also track courses yourself based on the requirements on the entomology department website.



Course Workload – Masters

M.S. students are required to have 30 credits of coursework to graduate. The Graduate School and the Entomology Department require that 6 of these credits are thesis research credits (799), and at least 12 of the total credits are 600 level or higher. Additionally, 12 of the credits should be considered towards the subject you are studying as dictated by the program/committee.

The Entomology Department requires two core courses for all students: BSCI 481 Insect Diversity and Classification (4 credits) and ENTM 699W Insect Physiology and Molecular Biology (3 credits). Additionally, three topic seminars are required. These can be taken in any department as relating to the area of study, but one must be Bioethics (BSCI 712 or equivalent- ask about specific course numbers). Every semester students must be registered for at least a credit of ENTM 788 Special Topics: Colloquium and *attend every session*; this does not count towards the topic seminars requirement. Students who will T.A. also need to take ENTM701 Effective Teaching and Professional Development.

In Summary

M.S. students (30 total credits)

- ≥6 credits of **799** (thesis research)
- ≥12 credits of level **600** or higher
- 4 credits **BSCI 481** Insect Diversity and Classification
- 4 credits **BSCI 482** Insect Physiology and Molecular Biology
- 3 topic seminars (1 credit each), including Bioethics (i.e. BSCI712 or an equivalent offering)
- 1 credit **ENTM701** Effective Teaching IF you TA (does not fulfill topic seminars)
- At least 1 credit **ENTM 788** Special Topics: Colloquium every semester (does not fulfill topic seminars)

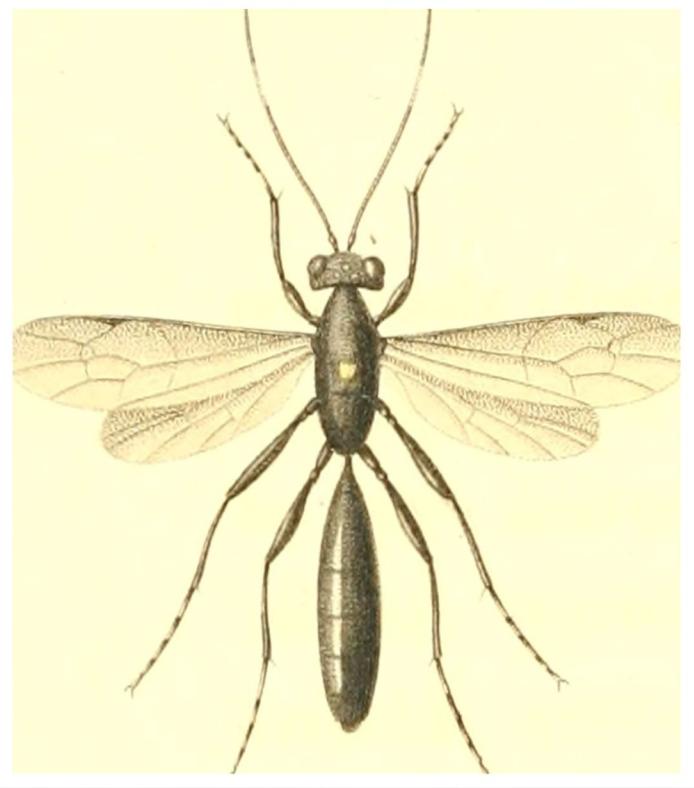
Degree Requirements

Ph.D. students are required to have 40 credits of coursework to graduate. The Graduate School and the Entomology Department requires that 12 of these are dissertation credits (899). After you reach candidacy, you will automatically be signed up for 6 dissertation credits every semester until you graduate.

Course Workload – Ph.D

There are three core courses for Ph.D. students: BSCI 480 Arthropod Form and Function (4 credits), BSCI 481 Insect Diversity and Classification (4 credits), and ENTM 699W Insect Physiology and Molecular Biology (3 credits). Additionally, five topic seminars are required. These can be taken as a ENTM 798 course or seminars in other departments. One of these seminars must be Bioethics (BSCI 712 or equivalent- ask about specific course numbers).

Every semester students must be registered for at least a credit of ENTM 788 Special Topics: Colloquium and attend every session; this does not count towards the topic seminars requirement. PhD students are not required to sign up for Colloquium (ENTM 788) after they complete their qualifying exam and reach candidacy status. Students who intend to be a T.A. also need to take ENTM701 Effective Teaching and Professional Development.



In Summary

Ph.D. students (40 total credits)

- ≥12 credits of **899** (dissertation research)
- 4 credits **BSCI 480** Arthropod Form and Function
- 4 credits **BSCI 481** Insect Diversity and Classification
- 4 credits **BSCI 482** Insect Physiology and Molecular Biology
- 5 topic seminars (1 credit each; **ENTM 798** or others in various departments), including Bioethics (**BSCI 712 or equivalent**)
- 1 credit **ENTM701** Effective Teaching IF you TA (does not fulfill topic seminars)
- At least 1 credit **ENTM 788** Special Topics: Colloquium every semester until candidacy (does not fulfill topic seminars)

Course Offerings

Check the [schedule of courses](#). Register for classes via the registration link at the Registrar's [website](#). It is worthwhile to check on courses within ENTM (of course!), BSCI, BEES, BIOL, BIOM, BISI, ENST, MEES, GEOG, and PLSC. You can take courses in any department where an applicable class is found. For the inside scoop on courses, ask older grad students!

Biological Sciences

BSCI 480 Form & Function is only offered every other spring. Its next offering is Spring 2022. BSCI 481 Insect Diversity and Classification is only offered every other fall and will be offered in Fall 2021. Both 480 and 481 are taught by Dr. Jeff Schultz. BSCI 481 Insect Diversity and Classification requires an insect collection. In the past, 120 families and 18 orders were needed, so it is worthwhile to *begin collecting as soon as you can!* Save specimens in a freezer or in ethanol, and keep track of collection information (date, site, collector's name).

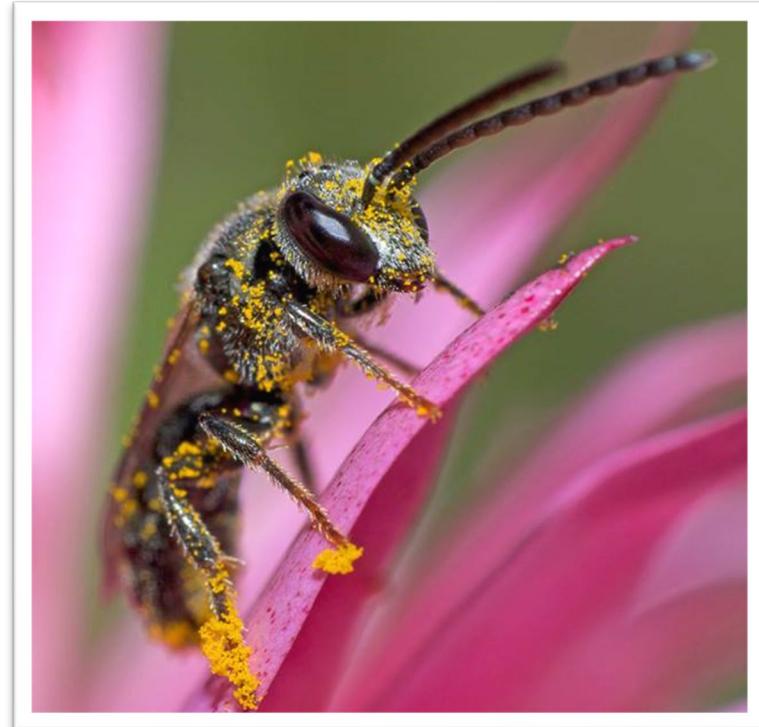
Statistics

Statistics courses are offered in a variety of departments and the offerings have changed a lot lately. Statistics courses are generally taught using one type of software (R, SAS, SPSS, etc.). Many natural science disciplines are moving toward R coding, but consider what is most useful for your program and what is common in your lab before dedicating yourself to learning one software or another. It's often best and easiest to use the same program as your advisor. The BIOM program offers courses in biostatistics. BIOM 601 is an introductory statistics course, BIOM 602 is an experimental design course, BIOM 603 is a regression statistics course, and BIOM 621 is a multivariate statistics course. Many in the department take at least 601 and 602, and both are taught in SAS. The MEES program also offers two classes in R, taught remotely through the Interactive Video Network (IVN). MEES 698B (fall) covers introductory statistics and experimental design while MEES 708M (spring) is a course in time series and spatial analysis. BIOL 705, Statistics and Modeling for Biologists, is taught in R. It's challenging but very useful. *Please ask around if you are considering taking these courses.*

Don't be shy, there are many opinions about these courses and it is worth knowing before you sign up. These R classes fill up fast, so register early! Also, in Fall 2020 a 1 credit Introduction to R seminar (ENTM 798V) will be offered in the Entomology department, and the library offers very helpful [R workshops](#)!

University System of Maryland (USM) courses

Courses taught at other USM institutions (like the Appalachian Lab, UMCES, etc.) are sometimes available through the Interactive Video Network (IVN) - a sort of video conferencing system. Course listings in the course schedule should say if they'll be on IVN or not, but it never hurts to email a professor directly and ask. A professor can also help direct you to the particular IVN-equipped classroom on the College Park campus where the course will be virtually held. In particular, a number of great quantitative courses, such as spatial analysis and simulation modeling, have been offered on IVN through the MEES program. The [Washington Consortium](#) also allows students to take courses in eligible universities in the Washington DC Metropolitan Area.



Course Offerings

Teaching Assistants

TAs are required to take the one credit ENTM 701 Effective Teaching: TA Training and Professional Development in the semester they begin to teach. This course is offered in the fall, and to register, you must contact Bretton Kent (bkent@umd.edu) with your UID for permission to be granted to register online. This course is co-taught with BISI, so it is a good opportunity to meet incoming BISI grad students as well.

Teaching

If you are interested in pursuing some form of teaching in the future, the Teaching and Learning Transformation Center ([TLTC](#)) offers a program called the University Teaching and Learning Program (UTLP). By meeting a few requirements, you can gain formal instruction in teaching. There are currently three different levels to allow you to get out of it what you would like. Find more information on the program [here](#). Students in the department have completed various aspects of the program, so feel free to track them down and ask questions. The TLTC also has many other resources, workshops, and programs, including a new peer teaching observation network, help with building a teaching portfolio, etc.

Seminars

Seminars are offered sporadically and change from semester to semester so keep an eye out for those that interest you. If there is a topic you'd be interested in, you are encouraged to ask around regarding interest and request someone(s) to teach it. You can also pursue leading a seminar yourself in a topic that particularly suits/interests you. You can also take seminar courses in other departments if your committee approves. Recent seminars in the department include:

- **Insects and Climate Change (Bill Lamp)**
- **Insect Apocalypse (Bill Lamp)**
- **Environmental Restoration Applications (Margaret Palmer)**
- **Writing: The Myth of the Big Chunk of Time (Kelly Hamby)**
- **Taxonomy of Non-Insect Terrestrial Arthropods (Jeff Schultz)**
- **Arthropod Pests of Agricultural Crops (Galen Dively)**
- **Tools and Techniques in Genomics Research for the Applied Biologist (Megan Fritz)**

Broadening Experience

A semester-long Broadening Experience (ENTM788: Entomological Topics) may substitute for one topic seminar. The Broadening Experience is an opportunity for a student to join the lab of an ENTM faculty member other than their major advisor for one semester in order to acquire new research skills and perspectives. The Broadening Experience should be completed prior to candidacy.

Full-time Enrollment

The Graduate School uses a unit system to determine full-time or part-time student status. Please note that graduate units are different from credit hours. To be certified as full time, a graduate student must be officially registered for a combination of courses and assistantships equivalent to 48 units per semester. You can find all the necessary information (including a handy conversion chart) [here](#). Tuition generally covers 10 credits. When taking 9 or 10 credits, the student fees increase over taking 8 or less credits. Fees can be found at the bursar's tuition breakdown (see link in this manual). If you are taking less than 8 credits, talk to your advisor about adding thesis or dissertation credits to cover the rest up to 8 credits. Take away: you need sufficient *credits* and *units* to be considered full time.

You need sufficient units to be full-time and you need sufficient credits to ensure that you are making appropriate progress toward the minimum requirements for your degree; however, credits do not in any way determine full- or part-time status. It is important for MS students to know that extra ENTM799 credits – beyond the 6 required – cannot be used to fulfill other requirements (e.g., electives, seminars, etc.), so nothing it gained by taking more simply to have 8 credits in a given semester.

Students on or going onto Fellowships should touch base with Josh about this.



Graduation timeline

The department website offers suggestions for when you should or have to meet certain deadlines in staying on track for your degree. There is some flexibility in many of these times, but be sure to always discuss this with your advisor and committee.

Additionally, it is up to you to be aware of these benchmarks and not to rely on your advisor to remind you. Every year you MUST complete a progress report for the department by August 31. This will include information about any presentations, publications, grants, classes, volunteer work, meetings with the committee, and other benchmarks for the department to keep track of your progress and contributions.

Research Committee

For M.S. and Ph.D. students, a committee should be formed as soon as is reasonably possible. You want to select a committee based upon the area of research you are pursuing, so it may take a while to determine who may be appropriate. This should be done in conjunction with your advisor's advice. It is recommended to get a committee together within your first year and have your first meeting with them, but this doesn't always happen.

The committee will review your research proposal for your thesis, and so the sooner they are put together, the sooner your research can be fully pursued.

Sometimes this may happen somewhat backwards if a student comes in with a more set project and doesn't immediately get a committee together. As long as this is done with full communication, there shouldn't be any problems. You will need to fill out some paperwork during your first committee meeting, and should check with Josh Kiner to make sure you have the correct forms. Secondly, after establishing a committee, you are required to have yearly meetings. These should fall roughly every year to keep your committee in the loop regarding your research progress.

M.S. students need a minimum of 3 committee members, and one of these will be the advisor. Ph.D. students need a minimum of 5 committee members, and one of these will be the advisor. Additionally, at least 2 (including the advisor) must be within the entomology department, and 3 total must be UMD faculty from some department. One member from a different department on the UMD College Park

campus is also required to serve as a Dean's representative; this may or may not be someone on the full committee.

Because of our optimal location in the D.C. area, there are many institutes where you may be able to find committee members or collaborators, such as USDA, USGS, NIH and the Smithsonian, and other universities like Georgetown, George Mason University, and University of Maryland Baltimore County. These off-campus individuals must be nominated and approved as Special Members of the Graduate Faculty before they can become official members of your committee. This process can take up to a month, so you need to inform Josh as soon as you invite them to join your committee.

Checkpoints

Ph.D. students have various extra forms that must be completed at certain steps, including a qualifying exam. This will be discussed with the committee, and it is generally taken in the 4th or 5th semester of residence. Doctoral students are required to take qualifying exams and advance to candidacy within three years (and one year before graduation) and must then finish the degree within another four years. This can be granted some exceptions.

Master's students are expected to complete the entire degree within five years, but most take 2-3 years. The most important thing with meeting deadlines is to be in contact with the committee, advisor, and possibly the graduate school to keep yourself on track.

When nearing graduation, be sure to check the deadlines for that semester. There are specific dates that must be met for declaring graduation, submitting the final thesis/dissertation, and other forms. Additionally, there are specific format requirements for the thesis/dissertation that need to be followed. Check academic calendars for these dates, which are generally pretty set. When nearing completion, the thesis/dissertation must be presented at a seminar to the department and then defended to the committee. The committee needs a copy of the thesis/dissertation in advance of this date by about 10 days. This can be potentially shifted around as dictated by your committee.

Qualifying Exam

PhD students should plan on taking their qualifying exam within their first six semesters. Ideally one semester before taking the exam, and at least two months before, you should plan a pre-qual meeting with your committee. During this meeting your committee will decide the focal areas for your exam.

The Pre-Qualifying Exam Form that you need to print and complete during the meeting can be found [here](#). Your committee is the best resource for determining what you need to be studying before the exam. Each faculty will have their own expectations for the knowledge they expect you to know, so ask each of them individually. If you have committee members from outside of ENTM who are not familiar with our department's qualifying exam process, make sure they talk to your advisor about expectations. In addition to studying, you will also need to write your formal proposal. Your advisor may have a preferred style for the proposal. Otherwise, ask PhD candidates in the department if you could see their proposal as an example. Send the proposal to your committee members at least two weeks (*ten business days*) before your exam date. The qualifying exam itself will generally take between two to four hours to complete and is an entirely oral exam. Like all degree

requirements, these are subject to change. Check the current exam format well before you plan to take your quals.

You will have to print and bring the [Qualifying Exam](#) form. Depending on the preference of your advisor, the exam may begin with you presenting a short overview of your proposal. In some exams, questions are focused heavily on the proposal. In others, the committee members prefer to ask questions based on your completed coursework and general entomology. After you pass the exam, you are now a candidate! You also get a pay raise. To make this candidacy and pay raise official, the university requires you to fill out the Application to Admission to Candidacy Form, found [here](#). Make sure to do this as soon as possible after your exam. This form should be submitted by the 25th of the month in order to ensure that your pay increase goes into effect by the beginning of the next month.



Qualifying Exam

Advice for the exam:

The months leading up to the qualifying exam are often some of the most stressful for PhD students. Many graduates have admitted they were more on-edge about quals than they were about their defense. Keep your course schedule light the semester you take the exam. It's normal to feel stressed about the exam, but if studying (or worrying about studying) begins to consume your life to the extent where you are doing almost nothing else, you need to force yourself to take a break. Talk to other students in the department if you need a sympathetic ear. Schedule sessions with the counselors at the health center or get a professional massage. Invest in a coloring book, rewatch Parks and Rec, invent a mantra (ex. "This is temporary and I am a badass"... and repeat). Whatever helps you to de-stress, make sure to schedule time for it, and do not feel guilty for doing so. Otherwise your time spent studying is not going to be nearly as productive as you think it is.

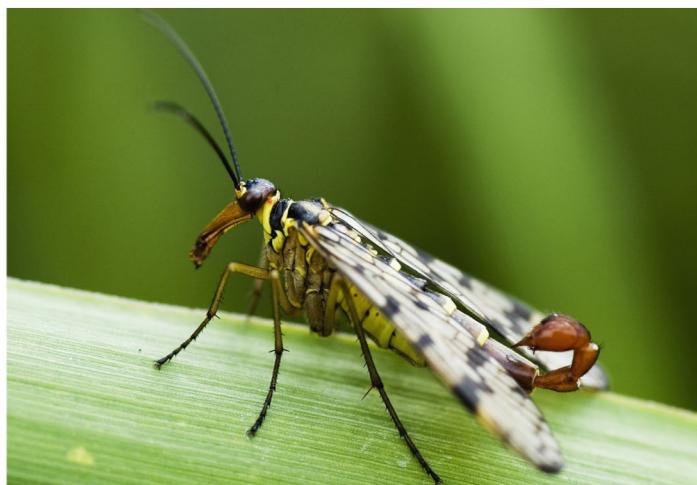
During the exam you are likely to be asked a very wide range of questions, including some real odd-balls. Your committee is attempting to determine the limits of your knowledge, so it is both normal and entirely expected that there will be questions you will not know the answer to. When that happens, answer to the best of your ability and/or reason out what

resources you would use to find the answer to the question. Your committee isn't out to get you, they

genuinely want to help you. Other graduate students who had the same professors on their committees can also give you advice on what sort of questions to anticipate.

Your proposal is a big part of your quals. Find a post-doc or candidate whose opinion you value and ask them to review your proposal. Addressing their concerns with your proposal will give you good practice for addressing the concerns of your committee. Every proposal will have flaws, and asking people for feedback ahead of time gives you an opportunity to prepare your justifications or alternative methodologies before the exam. Keep in mind that a lot of candidates end up conducting research that is quite different from what they originally proposed to do. Plans change, and your committee knows that, they just want to see that you can come up with a potential plan in the first place.

Your committee will let you know right after the exam if you pass or not. Based on past performances in our department, you are extremely likely to pass on your first try. But, if you don't, it's really not the end of the world. You get a second chance, and on the second try you will already know what to expect from the exam.



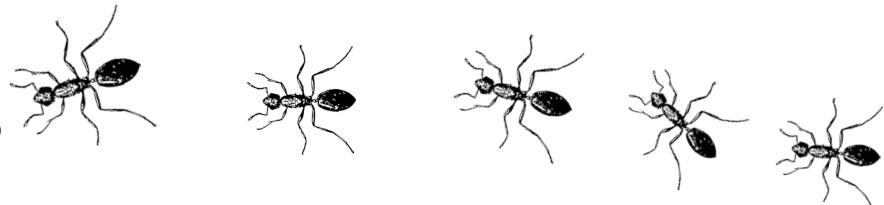
Funding

One perk to being a grad student in the ENTM department is that you have guaranteed funding for 3 years (Masters) or 5 years (PhD). For most students, this comes as a combination of the following sources:

Teaching Assistantships (TAs)

As a new TA you will likely be teaching the lab section of an intro Bio course, such as BSCI 160/161 or 170/171. There are very few ENTM courses that require TAs. Many ENTM students are half-time TAs, with the other half of their funding coming from fellowships of some sort. Before each semester an email is sent out to upcoming TAs to ask them which class they would like to teach. You can request which class you want, and sometimes you will get that class, but they often need to move people around to wherever there is an opening. Responsibilities can vary between different courses (some may have a lot

of grading, while others could have long prep



University and Department Fellowships

Gahan Fellowships

A source of funding specific to the Entomology department is the Gahan fellowship. You can learn more about the history of the fund and Arthur Gahan [here](#), but note that the eligibility guidelines are out of date. In recent years Gahan awards have been given to both Masters and PhD students. Applications are not currently required.

Graduate School Fellowships

The UMD Graduate School offers a wide range of fellowships, listed [here](#). Some of these awards are given to students automatically, others require extensive applications. These fellowships are not as common in the Entomology department as the Gahan or outside funding sources, but could be a good avenue to research if you want to avoid TAs/RAs during the last few semesters of your degree. The graduate school also offers two travel awards that are easy to apply for. Students in our department have had a lot of success

meetings). If you're unsure about what different courses entail, ask around! Between us grad students, we've TA'd pretty much every course you may be offered.

Research Assistantships (RAs)

Research assistantships are generally provided by your advisor based on when they have grant money to fund you. Depending on your advisor and their particular projects, RAs could be a lot of work or not much work at all, not necessarily directly related to your thesis project. It is best to ask other grad students in your lab what your advisor's typical expectations are. These can be full or half-time sources of funding as well.

applying for these awards in previous years, so you should definitely consider them if you are attending a conference. [The Jacob K. Goldhaber award](#) is a matching grant that supports national and international travel. PhD students are eligible to receive the Goldhaber award twice (once pre- and once post-candidacy), while masters students may apply once. The ICSSA will cover the registration fee for international travel (up to \$500).

ESO Travel and Extension Awards

There are [two awards](#) given to ENTM grad students through ESO: the Charlie Mitter Travel Award and the new Raupp Extension Award. If you traveled (or plan on travelling) to a conference and would like some financial help, you should apply for the Travel Award. If you do any extension or outreach work, apply for the Raupp Extension Award. It's free to apply so you really have no reason not to! Check out the [ESO website](#) for how to apply!

Funding ctd.

Outside Funding Sources

There are myriad outside funding sources available to graduate students. Many major grants are specific to your discipline, your identity, or where you are in your academic journey; for example there are grants for students in the process of finishing their dissertations and others for students in their 1st or 2nd year. Others are specific to the type of work you do, like for those working with stable isotopes, or who you are, like women in the sciences. Keep in mind that if you receive funding from an external (and some internal) funds that are strictly defined as fellowships you might not be eligible for UMD Employee Benefit medical insurance and may not be eligible for certain other types of funding. Although there is assistance available to those receiving internal and external grants, remember to discuss these issues with your advisor before applying.



The grant most students apply for is the NSF GRFP, the National Science Foundation's Graduate Research Fellowship Program. The grant amount is \$34,000 annually for 3 years and the award is quite prestigious. Eligibility requirements are complex and change often so check [here](#) for current info. Grant application deadlines usually fall between October and January and most require at least 2 letters of recommendation, so plan ahead. Also, many granting agencies look for outreach work (broader impacts) on your CV and/or proposal, so try to get involved as early as possible. Outreach experience can range from judging a middle school science fair to volunteering with a museum or scientific society. Students in our department have also applied to and received funding from a number of other sources, including [North Eastern SARE graduate student grants](#), the [Cosmos foundation](#), the [UMD sustainability fund](#), the Maryland Department of Agriculture, and various commodity groups. Check out the [ESO website](#) for a list of outside grants!

Attending Conferences

Conferences are an excellent opportunity for networking and professional development. The [Entomological Society of America](#) (ESA) meeting is the one most commonly attended by members of the department, but there are many others that may be the right fit for you, such as [Ecological Society of America](#) and [Society for Freshwater Sciences](#). Your advisor can tell you which meetings you should consider attending.

Registration for meetings may be much cheaper if you are a member of the organization in question. Membership in professional organizations is fairly inexpensive (ESA is \$36 annually for students), can be included on your CV, and usually comes with other perks (like journal access or publication discounts), so discuss this with your advisor as well. Deadlines for early registration and participating in student competitions are usually several months before a meeting, so make sure you discuss the possibility of attending with your advisor well in advance.

Advisors are often willing to pay some or all the costs involved with attending a conference, primarily registration fees, travel, accommodation and meals. If this is the case, you need to submit a travel expense form (available in the business office) to Pam Biery before you leave, and you get reimbursed after turning in your receipts on your return. The ESO offers travel funding through the [Charlie Mitter Travel Award](#), and the Graduate school also offers travel awards, as

previously discussed in the Funding section. You may also be able to get all or part of the registration fees waived by volunteering at the meeting. If you reach out to the other grad students, you can often find somebody with whom to carpool or share accommodations.

ESA has a national meeting in the fall and an Eastern branch meeting in the spring. Student registration for the branch meeting is only \$60, and they're usually not too far away, so it's definitely worth considering! As a student, you can participate in presentation and poster competitions at ESA and other meetings. Regardless of whether you win, it's a great way to gain speaking experience and get your research out there.

You can also participate in the Entomology Games, an entomology trivia contest for students held at ESA. If you're interested in organizing practices, or even just participating, be sure to reach out to the grad student body! For added incentive, winners receive a significant monetary prize put towards attending future meetings. From 2018 to 2021, our team did well enough to advance to the Games at the [ESA National Meeting!](#)



2021 Eastern Branch Virtual Entomology Games Team:
Checkerspots



Computing Resources

Setting Up/Changing Your Directory ID and Password

Your directory ID and password will be your online login information for basically everything UMD-related, from library websites to your payroll info. Your directory ID will also be the basis for your UMD email address, so choose wisely (i.e. murderhornet@umd.edu might raise some eyebrows). The Division of Information Technology handles this stuff. To set these up for the very first time, go [here](#). You'll need to change your password every 180 days, or Bad Things will happen. (Specifically, you'll be locked out of everything requiring login credentials, and you'll need to sheepishly call the Division of IT Help Desk: (301) 405-1500). The Division of IT will helpfully email (read: pester) you repeatedly in the run-up to this deadline. To change your password, go [here](#).

Email

Once you've created a directory ID and password, you can activate your UMD email. Your address will be [your directoryID]@umd.edu (e.g. asmith@umd.edu). Last year UMD implemented a new email system powered by Google Education. There is a lot of jargon, but essentially your email will be through Terpmail, which is a Gmail client. To login please visit: <https://mail.google.com/a/umd.edu> and enter [your directory ID]@umd.edu. A UMD page from the Central Authentication Service (CAS) will ask for your Directory ID and password... and then voila! If you are confused, you can find more information [here](#).



Wireless Internet

UMD is moving entirely to eduroam! 'Eduroam' is a secure network that you can find at many USM institutions (not just at the College Park campus) and other universities. You login with your UMD email address and your directory password. This is a recent change, so consult emails from Greg or DIT for details on the transition. UMD Guest network will still be available for your guests.

Printing

In normal times, printers in the Graphics Lab (PLS 4137) are available for faculty, staff, and grad students to use. To get access to the Graphics Lab, contact Eileen in the business office. To connect to the Lab's printers from your own machine for the first time, you'll need to have Greg (Departmental IT Guy) come fiddle with your computer. However, during COVID pandemic, the Graphics Lab was closed, but it may open soon. If you need to sign a document electronically, check out UMD's free access to [Adobe Sign](#). In some rare cases, it may be possible to print through the head office— in that case, reach out to Amy Yaich.

The Terrapin Learning Commons Center in the McKeldin Library offers a large printer available for color and poster printing (just make sure to bring your files in a PDF format). There are also printing kiosks around campus, including ESJ. Printing in the library/at the kiosks is not free, so plan ahead. You can load money onto your UID card for this purpose.

Computing Resources

Facilities- Graphics Lab (PLS 4137) & Copy Room (PLS 4122)

The Graphics Lab houses fast computers with software and licenses (ArcGIS, SAS, Photoshop, and more!), and scanning equipment, that students and faculty can use. B&W printing is available in this lab and color printing is available upon request at the front office. You'll need to swipe your UMD ID card to get into the Graphics Lab. Contact Eileen in the business office for access. The Copy Room has a photocopier, fax machine, scanner and shredder. Access is via your office key. This is where office supplies are also kept. Contact Josh if you need access to the supply closet.

Greg Hess

Entomology's very own IT guy, and sender of hilarious emails, who will save your butt at least once during your graduate career. What with hardware malfunctions, regular phishing attempts, the wonky website, and occasional network outages, Greg is a busy guy – so reach out to him only if you really truly need his help. Email him at 3dgreg@gmail.com or stop by his office, PLS 4143 (the one with all the circuit boards stuck to the door).

Getting Computers and/or Software

UMD has used its clout to get discounts and extended warranties for faculty, staff, and students on certain Dell and Apple computers. They're a bit cagey about the amount of the discount, though, so it may be worth shopping around before deciding to purchase a computer through the University. For more information, visit the Division of IT's ACT website or stop by the physical store in McKeldin Library (the 'Terrapin Technology Store', on the ground floor). Operating systems, Microsoft Office, data analysis software (Matlab, SAS, SPSS, JMP, etc.), design software (Photoshop, Illustrator, etc.), and more are available for free (!) online through [terpware](#). You will definitely want to use Terpware you need access to a program you would normally get on a computer in the Graphics Lab. Contact discipline-specific librarians for other resources. They are a huge help and are underutilized.

Grid and Distributed Computing

If you need massive computational power, one option is UMD's [Deepthought2](#), a computer cluster.

Backup, Storage, and Sharing Files

We've all heard the horror stories of stolen luggage and tragic laptop accidents that wipe out years' worth of data and documents in the blink of an eye. Don't let that be you! UMD offers file backup and storage for all grad students, with offsite storage and continuous backups. To take advantage of this option, contact Greg (3dgreg@gmail.com). UMD also offers everyone 50 GB of free file storing/sharing space on UMD Box, a Dropbox-like application. Set up or use your account [here](#). We also have unlimited Google Drive space linked to your UMD email, but you may not have access to this forever.

Computer Help and Repairs

If Greg is busy or unavailable, the [Division of IT Help Desk](#) has both an online service center and walk-in service in McKeldin Library. They can assist with diagnosing your computer problem, removing viruses and other malware, and installing software and offering software support. The walk-in service is unavailable until McKeldin opens, so check the website, or use the online service center.

The Division of IT Help Desk can also handle computer repairs (in non-COVID times!)... IF you bought your computer through the University's ACT program (see section above, 'Getting Computers and/or Software'), and IF the computer is still under warranty. If a repair will take longer than a day, they'll offer you a loaner computer.



Online Resources

Database/Journal Searching

A whole slew of publication databases is available through UMD's [Research Port](#). Additionally, UMD Libraries has developed a nifty add-on – LibX – that can be added to your internet browser to give you access to publications that are part of the UMD Library catalog. You can install LibX [here](#) (only available for Firefox, and Internet Explorer up to version 1.5.3) If you're off-campus and stumble across a publication you want to read if you have LibX installed you can do the following:

1. Right click the page
2. Select 'Reload page via USMAI Proxy'
3. Enter your directory ID and password

And voila – publication access is granted (provided the publication is part of the UMD Library catalog). You can also get a direct link to load pages through the UMD Library Proxy [here](#) – this is a good option if you use Google Chrome.

Most of us simply use Google Scholar. You can even set a Google Scholar alert for topics of interest. On campus, you should have automatic access to any journals to which the University subscribes. The University does not have access to ESA journals, but if you are a member, you do! Sign in via the ESA homepage- usually linked on the paywall page for the article.

Adding/Dropping Courses, and Transcripts

These are things handled by the Registrar's [website](#). Clicking on 'Registration (Drop/Add)' will take you to a page showing your current enrollment. Enter course names as they're listed in the [schedule of classes](#), the section (usually 0101), and the number of credits you're registering for (typically the number displayed in the schedule of classes, though sometimes fewer). Unofficial and official transcripts are also available through the Registrar's website. Official transcripts are free when delivered electronically or if you want a single paper copy. Additional paper copies are \$8 each.

ELMS

[ELMS](#) is your online course platform. Your undergrad institution may have used Blackboard for this purpose; UMD uses ELMS Canvas. On ELMS, you'll find syllabi, announcements, course documents, assignments, etc. If you TA, you may use ELMS to post assignments and messages, as well as to grade. ELMS is pretty user-friendly, with your professors choosing what links you see for each course and what content is available. You can even download the app. Talk to your professors for more info about navigating their course within ELMS.

Human Resources, Earnings Statements, and Billing Statements

Confusingly, earnings statements (i.e. pay stubs) and billing statements (for charges like tuition and fees, and credits like tuition remission) are on totally separate websites. To see your earnings statements, go to [ARES](#), the HR website. Once you've logged in with your directory ID and password, click 'Payroll and Human Services' on the left, and then click 'Bi-Weekly Earnings Statement'. A new window will open, allowing you to select the particular pay period you want to see.

For billing statements, go to the [Student Financial Services Page](#). Clicking 'View My Ebill' and then "Student Log In" will take you to a running tally of your billing statement. The descriptions of charges and credits on this page are infamously cryptic. If you want help decoding your billing statement, you can try contacting the Bursar's Office, though they're usually totally unhelpful. Your best bet is consulting the section of this handbook on funding sources, your ESO VP/First-Year Liaison, and/or Bill K in the business office.



Online Resources

Personal Websites

As Descartes once said, "I blog, therefore I am." An online presence is increasingly important in science these days, for getting jobs, finding collaborators, and outreach. Creating a personal research website, with interests, a research statement, description of projects, and CV is a great way for grad students to start curating their online presence. One website creation tool, Weebly, is compatible with the Entomology Department's website, is endorsed by UMD, is easy to use, and comes in a free version. Check it out [here](#). Once you've built your personal website, [contact Greg](#) to have a link to it installed in the Departmental site. Then sit back and watch your page views skyrocket!

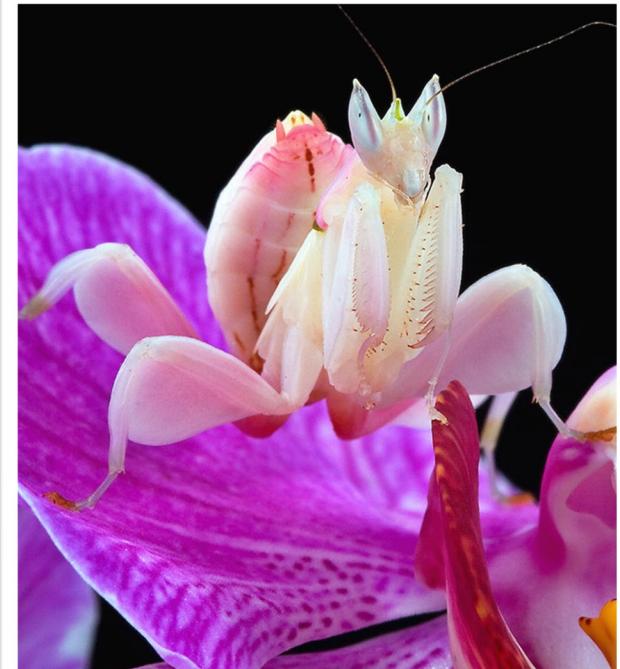
Additional Campus Resources

Shared lab

The department has a shared lab on the 3rd Floor of Plant Sciences. This space requires swipe access (see Eileen), but otherwise equipment is available to us, even during COVID. Todd manages the shared lab and can give you a complete list of supplies and equipment, but for example, there is a NanoDrop, Thermocycler, Freeze Drier, and Incubator (needs to be reserved). This is also where you can access the DI and ultra pure water.

Library Extras!

The various UMD libraries have all of the library necessities: study spaces, printing, BOOKS, cafes... you get the idea. But, there's more! The graduate writing center is also in McKeldin Library, plus you can do specialty and poster printing. In the [University Research Commons](#), you'll find statistics consulting and the GIS and Spatial Data Center. There are also discipline-specific [librarians](#). Members of our department have had great interactions with Svetla Baykoucheva, the Life Sciences Librarian.



Grad Student Legal Aid Office

Looking for information about immigration issues, or need to settle a landlord dispute? There are free legal services available to grad students in STAMP via the [GLAO](#). They can help you with these issues and many others. They also offer notary services and host helpful workshops through the academic year.

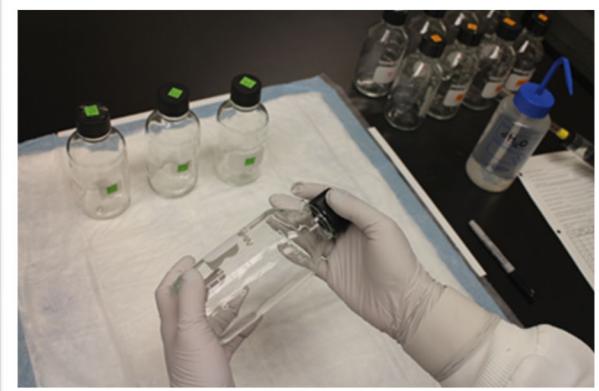
Terrapin Works

This is where you need to go for prototyping, 3D printing, and digital design (for your project or just for fun!). Terpworks is part of the greater [Maker Space](#) network for "tryables" and "hackables."

Safety & Wellbeing

Lab Safety

Safety is of the utmost importance in the Department of Entomology at UMD. If you ever see an unsafe situation in a research space alert your advisor or any responsible party. If it requires immediate attention contact the appropriate authorities. There are several resources around campus to help ensure a safe laboratory environment.



Todd Waters monitors safety compliance, conducts lab safety inspections, and can answer any question you may have about lab safety. For more information please read his [Laboratory Safety Training guide](#). The Department of Environmental Safety, Sustainability, & Risk also outlines most lab safety procedures on their [website](#). If you have a grant from *NSF*, *NIH* and/or *USDA-NIFA* you must take the online training for responsible conduct of research. This training may be done [online](#). Upon completion of training, you must send proof (completion report) to Eileen (ejewison@umd.edu). Find further information [here](#).

Because each lab encounters different risks, uses and stores different chemicals and reagents, and has different biohazard requirements, you should seek out a list of required trainings for your lab from your PI, lab manager, or a senior grad student. A [record of your compliance](#) should also be available on BioRaft.

If you do generate hazardous waste or have "lab stuff" that you want to get rid of, contact Todd and he can help you find the right disposal mechanism. You can also email recycle@umd.edu and/or fill out the regulated waste pick up form, under "forms" on this [webpage](#). Follow the instructions, tag the items appropriately, and someone will come pick up your waste.

Field Safety

Field work is an important component of research for many of us. Be sure that you're aware of the risks related to your particular project, plus those inherent to outdoor work-- poisonous plants, ticks, heat illness, dehydration, insecticide spray schedules, etc. There is also a driver acknowledgement form (see Eileen) for anyone who will drive university vehicles. You will be responsible for the safety of yourself and anyone on your field crew, so take some time to do field safety training with your students. Contact labs that do field work often if you want to join a training or share field safety resources. If you work on university research farms, you may be required to do a WPS training. Be on the lookout for emails about this.



Autoclave

To those in our department that don't follow the autoclave directions: You're the reason we can't have nice things. Here is Todd's [guide](#) to using the autoclave so that we have fewer emails entitled, "Autoclave is down". The autoclave requires swipe access, which can't be granted until you have in-person training. Contact Todd if you need access to the autoclave.



Safety & Wellbeing

Nite Ride

A free ride service (curb to curb) is available from 5:30pm-7:30am 7 days a week. The campus is generally safe, but incidents do happen. If you are thinking about walking around campus alone at night please consider giving [Nite Ride](#) a call at (301)314-NITE.

Mental Health Facilities

We have an [excellent mental health network](#) at UMD with diverse programs to suite your needs. Many students will take advantage of their services during their time in graduate school. Services include short term individual therapy, group therapy, medication evaluations, and suicide prevention programs. You can learn more about these [here](#). If you meet with [Simone Warrick-Bell](#), the graduate academic counselor [Counseling Center](#), she can also give recommendations for outside therapists based on location, accessibility, health insurance, and specialty -- it's a lot easier than combing through your insurance's listings! There are also [student organizations](#) focused on wellness that you can check out!

Health Facilities

The UMD [Health Center](#) is there for you whether you have a mild cold, caught Zika while doing fieldwork this past summer, and everything in between. The Health Center is across the street from the Stamp, and you can schedule an appointment. Prescription refills, women's health, travel services, physical therapy, and primary care are just a few of the services offered by the Health Center. They even have that pesky required immunization form for incoming students.

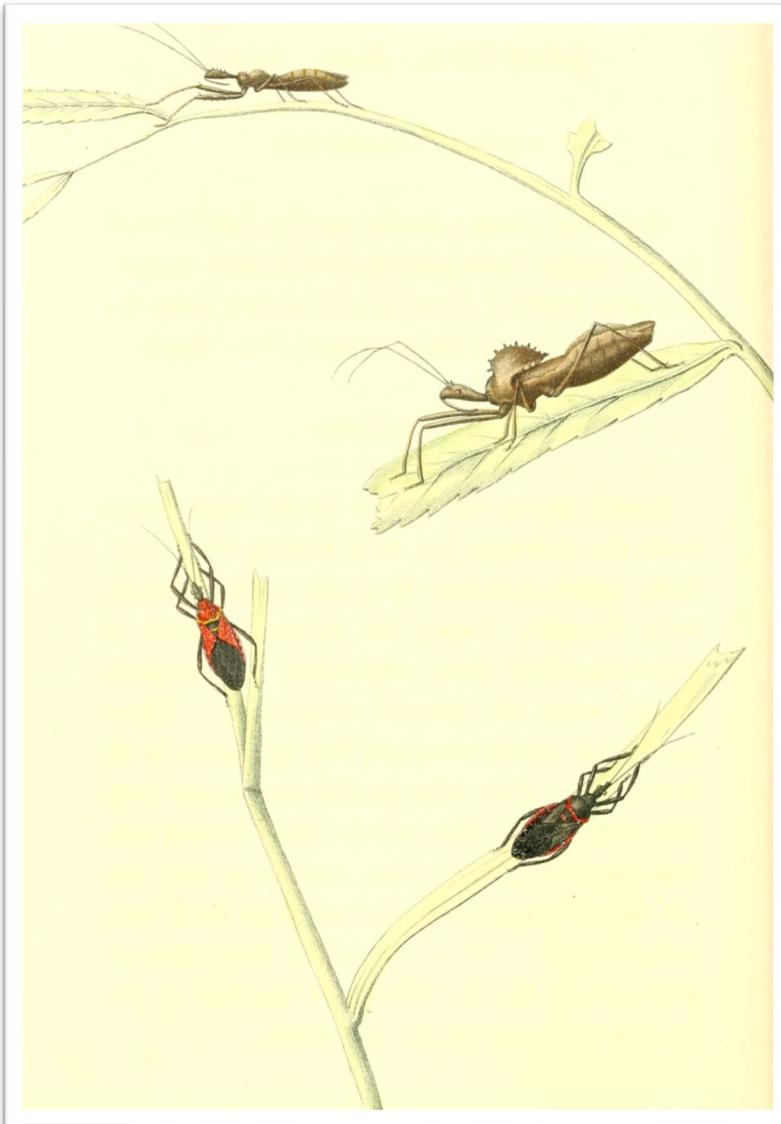
Fitness

The Eppley Recreation Center is free to UMD graduate students and provides excellent gym equipment and classes. The schedule for free fitness classes can be found [here](#). There are also yoga and cycling studios in the Regents Garage basement, just next door to Plant Sciences! These services are on hold for COVID. Instead you might want to check out local hiking/biking trails, such as the [Paint Branch Trail](#) which runs through campus and conveniently connects to the metro!

Police and Emergencies

Because of the danger the police present to people of color, avoid calling the police if at all possible. Consult [this flow chart](#) to help you make decisions if you find yourself in an emergency situation.

If you understand the impact calling the police may have on you and other people involved and still feel it is necessary, [Campus Police](#) are available at all times for both emergencies and non-emergencies. They also offer services, including lost and found, fingerprinting, a 24-hour escort service, and child safety seats.



Social Life Around Campus

The College Park area is constantly changing, so talk to current students about favorite spots. Hopefully this list gets you started. Here are some recommendations from your trusty ESO to help navigate the College Park area. Check out the [ESO map](#) with all of these recommendations!

Grocery

The closest western supermarkets are the Lidl on Baltimore Ave, the Whole Foods in Riverdale Park, the Safeway in Hyattsville, the Shoppers on Cherry Hill Rd., and a Giant on Greenbelt Road. [Patel Brothers](#) is a great South Asian market a ten minute drive from campus and [New Grand Mart](#) is a Latin and international market near Patel Brothers. For a dedicated East Asian market you have to go a bit further, with [H-mart](#) and [Lotte](#) in Wheaton, and [Great Wall](#) in Rockville. For organic food, there is a Mom's Organic Market on Rhode Island Ave and a YES! Organic Market on Baltimore Ave. There are also Farmer's markets around! The [UMD farmer's market](#) in front of the Tawes Fine Arts Building. There is also one in [Riverdale Park](#) on Thursdays and one in [Takoma Park](#). Also check out the [Glut co-op](#) in Mount Rainier!

Liquor

In MD and VA, supermarkets are prohibited from selling alcohol, so you have to go to a liquor store (unless it's Shoppers in College Park or the YES! Organic Market, both of which sell wine and beer). The best in College Park is Village Pump Liquors on Greenbelt Rd. Just south of campus is The Market in Riverdale, which has a well curated variety of craft beers and affordable wine. If you're looking for quantity over quality and know someone with a Costco card, Costco in DC (but not Maryland) also sells liquor. Also, if you're in DC keep in mind that liquor is not sold after 10pm in supermarkets or liquor stores.

Bars

A department favorite is Looney's sports bar on Baltimore Ave. They actually card so it's guaranteed not to be overrun by drunken frat boys. The [Board and Brew](#) is the 'chiller' alternative, with several board games (it's primarily a coffee shop but serves wine and beer). Lucky for us, the bars are neighbors! The Hall is a new modern bar with good food. Check out also Denizen's and other restaurants and bars in Riverdale Park!

DC is full of great bars, with high concentrations of good night life in Adams Morgan, U Street, Dupont, and Shaw. Shaw and U street have a long history of housing DC's great gay bar scene. Happy Hours are especially popular in DC, since the prices tend to be steep. A favorite HH among Washingtonians is [Mandu](#), where dumplings (6) and beers are \$4 each. The best view in DC is from the W Hotel rooftop bar, but it's a little too pricey on our stipends [read parents visiting or special occasion].

ESO events

The Entomology Student Organization often puts on events specifically for the department.

Every year we have **Oktoberfest** in the Fall and **Spring Fling** in the Spring. During these events the department (faculty, staff, and students) gets together for a potluck, beer, games, and prizes. Stay tuned for announcements!

To welcome the new grad students, the ESO Social Chair usually organizes **Disorientation**: a casual party usually held at a local grad student's house/apartment.

Make sure to schedule time for the **Virtual Morning Coffee Hour**, where once a month you can catch up with your fellow graduate students while enjoying coffee and snacks in the morning.

We also have a Writing Accountability Group that meets weekly for structured writing or working sessions. It is like a virtual office where you get to chat with people and still be super productive! The ESO is also organizing bug collecting outings and a summer ento-yoga series!

Make sure to check out the [ESO calendar](#) to keep up-to-date with our events! **WE ARE ALWAYS LOOKING FOR NEW SOCIAL EVENT IDEAS! CONTACT ESO WHEN YOU FEEL INSPIRED.**



Social Life Around Campus

Food

Most on-campus meals come from the food court in Stamp. There are also grab and go options near PSLC- including Physical Sciences, ESJ, and HJP. You also need to check out the [Green Tidings Food Truck!](#) Bagel Place and Busboys and Poets on Baltimore Ave are also good. For coffee, The Board and Brew is a great independent coffee shop with over 500 board games, or check out the new spot: Vigilante. Downtown College Park also has some decent stuff: Food Factory and Nando's Peri Peri have great food and decent prices, Arroy Thai, Pho Thom and Ivy Noodle, Northeastern Chinese, Hanami, and Wasabi Bistro are good East Asian options, and Ten Ren's Tea Time can take care of your bubble tea needs. [The Spot](#), a really cool East Asian food court, recently opened. If you find yourself craving pizza, &Pizza is a local chain serving the best make-your-own pizza in the area, and Ledo Pizza is another local institution found around the DMV. Casual spots keep turning over in College Park, and many are new within the last year. Explore for yourself and report back to us!

Haircuts

The DC area has the highest cost of living in the country, so it can be tough to find a great haircut for less than \$60. At Luna's Hair Design, Diego's Hair Salon, or VSL Hair Design in Dupont Circle you can get a really great haircut for around \$40, definitely worth the metro ride downtown. At VSL there's a student discount if you pay in cash, and you'll want to bring cash to tip your hair dresser and hair washer. If you're into a slightly more risky venture, you can go to the Aveda Institute in Chinatown and get a haircut by one of the trainees starting at \$12 (they have other affordable hair and spa services as well).

Cheap/free stuff

Free is fantastic, especially when you're a grad student. You can rent camping gear at the Epply Rec Center along with free fitness classes. During the summer there are often free veggies in the Regents Parking Lot right across the bridge to Hornbake Plaza—stay tuned for emails. There is free coffee every Thursday in the Graduate Student Lounge at the STAMP, and the vending machine in the basement of Plant Sciences often spits out one or two sodas!

Other off-campus favorites:

There is lots to do in the area! Depending how far you're willing to travel, you can certainly find what you're looking for in or near College Park. Here are a few ESO favorites, ask around for others:

Hiking and Nature

- Paint Branch hiking and biking trail
- Lake Artemisia near campus
- Greenbelt Park
- Patuxent Research Refuge
- Sugarloaf Mountain (the hiking spot and the vineyard) near Fredrick, MD
- Shenandoah National Park (~ 2 hour drive)
- Great Falls National Park on the Potomac River

Shops

- CP community gardens in Calvert Hills and Hollywood- contact the city office in the spring -- plots are \$30
- Smile Herb Shop - they sell plants in the spring, and tea, herbs, essential oils, etc, the rest of the year
- Value Village thrift shops!

Fun and Activities

- Pinball machines at Moms Organic Market :) (also free coffee/tea here all the time)
- Bowling and arcade in Bowlero CP
- AFI Theater—a small theatre in Silver Spring, MD
- Baltimore Aquarium
- Professional and semi-professional sports of all types!
- Contra dancing to live music in Glen Echo and Silver Spring MD
- Trips to DC: Museums, restaurants, music venues, night life... and beyond!



Transportation

Buses and Shuttles

The [bus and shuttle system](#) is a convenient way to navigate within, to and from campus and they go to neighborhoods where students commonly live. University of Maryland NextBus tracks all the shuttles; you can text the number on the sign to get the next stop prediction or sign up for automatic alerts. Routes will change depending on timing: semester-long routes are different from the winter break and summertime routes. The timing of the bus routes changes throughout the day; in the morning they come more regularly than in the afternoon, and have a different schedule in the evening. There are some buses within the shuttle system that require UMD ID to ride, and these are marked as such on the schedule route page.

The Washington Metropolitan Area Transit Authority (WMATA) operates the regional MetroRail and MetroBus transit systems to connect students to locations through out Washington D.C. region. You can catch the MetroBus directly on campus – schedules and pick-up locations can be found [here](#). Buses take SmarTrip cards; pre-loaded \$10 SmartTrip cards can be purchased at The Stamp Ticket Office.

Metro

The College Park metro is only a short shuttle or bike ride away from campus. We're on the green/yellow line which can take you directly downtown in about 25 minutes. Check out this [map](#) to see the complete metro system or use Google maps transit option. To see when your train is coming in real time, use transit nerd's favorite app

[MetroHero](#).

The only way to pay is by **SmarTrip card** which can be purchased [online](#) or at a kiosk in the station. You can add money to your SmarTrip card online and in stations and it's accepted for buses, metro, and MARC trains. [Fares](#) change based on how far you ride and time of day, so you need to swipe into AND out of the stations.

If you regularly take the Metro or commute by Metro, you should look into SmarTrip benefits from the Department of Transportation Services. They'll allow you to set up regular pre-tax deductions from your paycheck that go directly to your SmarTrip

card, saving you a little bit of money in the long run. (If you're funded through your own grant, this unfortunately won't apply to you.) Additionally, Metro offers a monthly pass based on the length of your commute which includes free bus rides and can be a really good deal.

The metro opens at 5am M-F, at 7am Sat, and at 8 am Sun. The Metro closes at 11:30pm M-Th, at 1 am F-Sat, and 11 pm on Sundays. Bikes are allowed on Metro trains, and College Park has a protected [bike and ride facility](#) where you can lock your bike up.

There is also a Marc station at the College Park metro, which will take you to Baltimore. But be aware that trains only run during commuter hours Monday – Friday.

Biking

Depending on where you live, biking can be a convenient way to get around College Park and to/from campus. Bikes share the roads around campus, just be vigilant for drivers and use hand signals. There are uncovered bike racks in front of virtually every campus building. Bikes can get stolen, so purchase a lock, register your bike through [BikeUMD](#), and [lock your bike properly!](#)

Some graduate students in the department bring their bikes into their offices or labs, but you can register in [Smart Commute](#) and have access to the parking area and showers in Regents Garage! UMD shuttle buses also have a front metal bike rack to carry your bike. The [Campus Bike Shop](#) offers free repair services for your bike and also offers daily, weekly, or semester long bike rentals. BikeUMD has developed an interactive [map](#) showing where covered bike racks, shower facilities, bike repair stations, and [local trails](#) are around campus.



Transportation and Housing

Parking

Parking on campus is possible with a permit that links your license plate number to a specific lot on campus. You can [register](#) for parking and buy permits on the Department of Transportation Services (DOTS) website. The price is \$336 annually for commuter students. Registration opened July 29 for the 2020-2021 school year. Generally, permits are not too competitive and the SDG lot, lot 1, and lot 9 are the closest to Plant Sciences. In the summer, if you have a permit, you can park in any numbered lot.

Tickets for an expired meter are \$35 and tickets for parking in places you're not supposed to (like the Plant Sciences loading dock) are \$85. Please note that parking enforcement is relentless and unceasing, so follow all parking regulations. In most lots, parking is unrestricted after 4pm so you can park there no matter your permit status. You can only park overnight in numbered lots during the summers. Call the Office of Transportation (301-314-PARK) if you are ever unsure of the parking regulations.

During football and basketball games DOTS makes people move their cars out of lots 9 and 11 by midnight and 5pm respectively. If you have a parking permit, you will be notified about this by e-mail, so keep an eye out for those. As a graduate student you can get a special permit that allows you to stay in your space during games. Bring your schedule of classes or a letter written by your advisor that states you have to stay in the lab past 5pm to the DOTS office in the basement of Regents before game day and you will not get ticketed.*

*See section 'Exemptions for Moving Vehicles for Sporting Events' at this [link](#) for the specifics to obtain this permit.

Parking is an ordeal, so here is the latest [48-page document](#) detailing all the aspects of parking, permits, fines and regulations of UMD DOTS.



Housing

Housing costs can vary considerably in the area, but tend to be on the high end. It takes some time, effort, and networking to find a great place. Some things to consider besides cost are safety, closeness (depending on your mode of transportation) and type (i.e., house, apartment, basement apartment, and shared or single). Grad students in our department tend to be dispersed through an ~30 minute radius. If you're looking for an apartment, it can range from \$900 and up/month depending on floor plan and number of roommates you might have. Houses can be more affordable but more variable in quality and availability. ENTM students have had great experiences in shared houses for closer to \$600/month. While many off-campus housing options may cater to undergrads, it is definitely possible to find quiet, affordable housing in CP. You just need to seek out the right neighborhoods. The university provides some [resources](#) to find [off campus housing](#) and potential roommates.

Campus-affiliated housing is available for graduate students in the [Graduate Hill and Graduate Gardens](#) apartment complexes. Using sites like Craigslist and Padmapper and even Facebook groups are alternative ways to find housing in the area that are not campus-affiliated. Students often appreciate the flexibility of being close to the metro system and UMD bus routes. If you are interested in finding roommates, you should consider sending an email to the ENTM and BEES students. Students have also had success in [cooperative housing](#). This is a great place to find community and affordable housing.



F.A.Q.

I locked my keys in my office! What do I do?

If the administrative office is open Amy or Eileen will let you check out a master key. If they are not there, any of the office staff can let you borrow the master key. If it's after business hours, then call campus security at their non-emergency number (301) 405-3555. Hopefully you didn't lock your cell phone in there too.

What is colloquium and do I have to register?

Colloquium is held every Friday at noon in PLS 1130 and yes, you must register at least one credit for ENTM 787C. In Fall 2020 it will be held virtually on Zoom. PhD students no longer have to register for colloquium after attaining candidacy. Entomology-related talks are given by invited scientists from the DC area and beyond. Each talk lasts ~50 minutes with time for questions afterward. Once the talk is finished all grad students from the department are encouraged to have lunch (free!) in the Gahan Conference Room and chat with the invited speaker. Etiquette for colloquium includes setup/cleanup each week by a rotating lab and waiting in the hallway until the speaker is served their food. How post-colloquium lunch will work for Fall 2020 is still TBD.

How do I get mail sent to UMD?

Mail should be addressed to you:

Your Name
Department of Entomology
University of Maryland
4112 Plant Sciences Building
4291 Fieldhouse Drive
College Park, MD 20742-4454

Where/ How do I get stuff?

If you need office supplies, the Department has a cabinet full of supplies (legal pads, pens, paper clips, etc.) that are available to you. Ask Eileen or Josh to unlock it for you. If you need lab supplies, talk to your PI or other members of your lab. Each lab should have at least one purchase card (P-card) that you can use. Be sure to check with the people in your lab if they have an account with any lab supply companies-- you can sometimes get a significant discount if the company knows you are with a University. All purchases have to be tax-exempt, and you need to keep receipts in order to report your

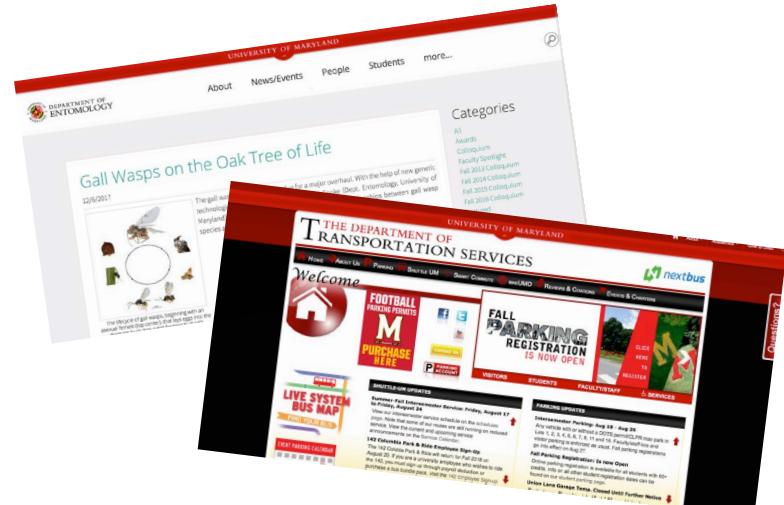
expenses. Getting tax taken off your purchases may be easier or harder depending on where you're shopping, so ask your lab members for advice before you go shopping.

How do I get places?

If you need to travel for field work or conferences, your lab may own a truck for such a purpose. If you need to rent a vehicle from the University, you can request one from the University Motor Transportation Services using this [website](#). However, if you are going to take that vehicle out of the state (which is currently not allowed with COVID restrictions!), you must first complete a Travel Authorization Request Form with Pam to get a Trip #. If you want to get around campus and the surrounding area, the University has one of the best bus systems around. Be on the lookout for a UMD shuttle booklet with a map of all the bus routes and schedules. Or visit the [DOTS website](#) and click on the Shuttle UM tab to get all the info you need. There is a handy smartphone app called YourBus UMD Transit that shows you bus routes, and tells you when the next bus is coming to any specific stop on any route. Check out Page 24 of the handbook for all the details!

Do I get holidays and vacation time off?

Yes, but not like you did in undergrad. You should let your advisor know in advance of any extended "vacation time" you plan on taking. Most graduate students are expected to be on campus and working during major university breaks. It would be best to ask your PI and/or the veteran students about the vacation guidelines for your lab.



F.A.Q.

Lab meetings... what's the deal?

Lab meetings allow everyone in the lab, including the PI, to get together and discuss what everyone's working on, questions people have, relevant journal articles, etc. Most labs meet once a week to discuss plans for the upcoming week, and accomplishments of the previous week. Most lab meetings are only for members of that lab, however some lab meetings are open to everyone in the department. Two meetings open to all are the Gruner Lab meeting which covers a variety of ecological topics, and the Hooks and Hamby labs conduct a Sustainable Ag Research Discussion Group (SARDG) meeting roughly once a week. Scheduling for these meetings changes every semester, so be on the lookout for an email to ENTOALL. As a member of a lab you have some input on the format/frequency of lab meetings and you should speak up if you want to meet more often or want to discuss specific topics. If your lab doesn't have regular meetings, ask your PI if they would be willing to hold lab meetings at least during your first year as you get acclimated. Also, you can ask to join another lab's lab meetings if you feel that they are discussing things that relate to your work.

What are my hours?

For the most part, your schedule is up to you; usually you should aim for 40 hours a week. That being said, your advisor may have certain expectations or rules for their students. Some advisors expect more, while some don't care as long as you get work done. Again, you should ask your advisor or other students what is expected in your lab. Remember that you need your Student ID to access the buildings really late at night/early in the morning.

What do I do when something bad happens?

When a problem arises, do not hesitate to go to your advisor for advice, they are there to help. However, if it is your advisor that is the problem you should go to the Graduate Director, Jeff Shultz, or the Department Chair, Leslie Pick. Additionally, outside the department, you can contact the University of Maryland Ombuds Officer – An Ombudsperson listens to complaints and helps, if possible, to resolve them. Sometimes the Ombuds simply provides information and counseling, or helps complainants develop strategies for dealing with their problems either with the student or with both involved parties.

You can find more information about Ombuds services [here](#).

What is a CV and how does it differ from a resume?

When applying for grants, scholarships or other funding you may be asked for a CV. A CV, or Curriculum Vitae, is a list of your career. It should be organized chronologically and should include education, publications, awards, etc. A CV can be two or more pages and is something you should always be adding to. If you would like help with writing a CV, resume or any other relevant works contact the Graduate School Writing Center at 301-405-9871 or gradwritingfellows@umd.edu.

Where are some important places around campus?

- Office of the Registrar: First floor of the [Mitchell building](#) - This is where you can go for transcripts and new UID cards if you lose yours.
- Office of the Bursar: 1135 [Lee Building](#) - This is where you can go to pay any fees and discuss any financial aid issues that will probably come up.
- Department of Transportation Services (DOTS): Basement of the Reagents Garage, the entrance is right in front of the Reagents bus stop. This is where you can go to attempt and fight off a parking ticket... when you get one. And you will get one... just wait. Unless you bike or take the bus!
- Grad Student Lounge: 0121 [Stamp Student Union](#) - This is a spot where you can hang out and study, play board games, and chat with other grad students. Most importantly, you can get coffee for FREE on Thursdays. Also check out all of the events organized by the Graduate Student Life!
- [Graduate School Writing Center](#): 5100B McKeldin Library.



Thank you for reading this guide and please let us know if you have any suggestions or comments that can make this more helpful for current and future students!

We hope this handbook and our online resources will help you!

ESO – Entomology Students Organization

