URGE Resource Map for Vanderbilt Earth and Environmental Sciences

This is a draft Resource Map for the Vanderbilt AWG pod at Vanderbilt University. This was adapted from the “Sample Ph.D. Mentoring Plan" developed by Vashan Wright (Woods Hole Oceanographic Institution) and Karin Block (City College of New York and CUNY Graduate Center), License: CC BY-NC-SA 4.0.

- Mentoring plan
  - This resource map is intended as a non-exhaustive list of core work, community support, skillset support, professional development, and outreach resources for students of color in the Vanderbilt EES community
  - This resource map will be included in the graduate student handbook provided to new students at orientation, as well as available on the EES website
    - This map will be discussed explicitly as part of orientation at the start of a student's first semester
    - For a centralized list of department-specific resources, please see this link
  - Students and advisors should aim to meet roughly one a week; however, this will vary with each student-advisor relationship
    - Students should engage in an explicit discussion with their advisors as to a meeting frequency that will best suit their individual needs
    - Students are required to have one committee-wide meeting per semester to discuss research progress; the progress report template (to be filled out post-meeting) is sent out at the beginning of each semester
  - The department does not have a publishing requirement, but publishing is highly recommended. Students should discuss with their advisors (and other faculty mentors) as to the publishing process

- Core work resources
  - Code of conduct
  - EES Graduate Student Resources
  - Vanderbilt Undergraduate Student Resources
  - Expectation that formal communication between faculty/students will only occur between 9-5, MWF via official channels (email, sometimes the departmental Slack, in person)
    - Reasonable work hours are ~40 hours a week; however, there is no set schedule students are expected to follow outside of attending classes and TA'ing
    - Students are also expected to attend weekly department seminars every Friday at 3:10 PM during the semester
○ Reporting policy
  ■ [Vanderbilt Office of Compliance](#) (lists compliance policies and reporting for a number of university areas)
  ■ Compliance Concerns Hotline
  ■ Vanderbilt Title IX office
    ● Title IX incident reporting form
  ■ The department does not have an official reporting policy protocol in place; we will work to rectify this
  ■ If a student feels comfortable doing so, there is an option to speak to the department DGS (currently David Furbish)

○ Field equipment
  ■ The department maintains a store of some camping materials in the printer room adjacent to the main office in Stevenson 5. These materials are generally available for field trips and student use, but students should inform program coordinator Chantry Carroll ([chantry.carroll@vanderbilt.edu](mailto:chantry.carroll@vanderbilt.edu)) with specifics regarding the supplies needed
  ■ Students can rent camping materials from the [Vanderbilt Outdoor Recreation Center](#)
  ■ Beginning fall 2021, the EES Association for Women Geoscientists chapter will offer a no-questions-asked free menstrual product supply for both field and personal use

○ Conference participation is not required but is highly recommended; students often choose to attend meetings most relevant to their subdiscipline (see the “Conferences” section under “Professional Development Resources” below)
  ■ All conference expenses are covered by the department via reimbursement
  ■ Students must book travel through [World Travel](#) to be eligible for reimbursement
  ■ Post-travel, students submit scanned receipts (or bank statement screenshots) under the “Expenses” tab in [Vanderbilt Oracle](#)
  ■ We recognize that it is often quite difficult for students to pay and then later be reimbursed for travel expenses; please email program coordinator Chantry Carroll (see above) to discuss reimbursement options
  ■ Our department has had students attend the national and regional SACNAS meetings and AIBG
  ■ We are also working on establishing protocol for visiting regional HBCUs and MSIs as part of conference travel

● Community support and mental health resources
  ○ University Counseling Center
    ■ Initial appointments have to be made with the [Office of Student Care Coordination](#), who will then set up an appointment with a therapist
  ○ Bishop Johnson Black Cultural Center at Vanderbilt
- From website: “the epicenter of the Black cultural experience at Vanderbilt”
- Sponsors a number of events throughout the year
- Offers dedicated Writing Studio appointments every week
- Will likely be able to offer specialized advice about
  - **KC Potter Center (Office of LGBTQI life)**
    - Cultural, educational, social opportunities
    - Offers affinity group meetings for a number of identities
  - **Employee affinity groups**
    - Provides affinity group meetings centered around hobbies, interests, identities
    - Staff approved to attend EAG meetings during work hours will be paid
    - Current EAGs include: Association of Vanderbilt Black Faculty & Staff; Asian, American, Pacific Islander; Golden Dores (age 50+); LGBTQ+
  - **Vanderbilt Occupational Health**
    - Deals with staff vaccinations
    - Also useful to consult when undertaking university-sponsored travel abroad
  - **Margaret Cuninggim Women’s Center**
  - Nashville has a number of doula services available (East Nashville Doulas, Nashville Doula Services)
  - **Housing**
    - On-campus graduate housing is under consideration at the University
    - Compiling a list of recommended complexes/landlords for new students based on current/previous student experience
    - Will include a list of apartments rented by departing students that could potentially be passed on
    - New faculty are allocated moving allowance as detailed in offer letter, but information relating to Arts & Sciences specifically is sparse
  - **EES graduate student handbook explicitly states students can take three weeks of vacation during the summer; during the semester students should communicate with their advisor and the professor for whom they are TA'ing
  - **Expectation that formal communication between faculty/students will only occur between 9-5, MWF**
    - Reasonable work hours are ~40 hours a week; however, there is no set schedule students are expected to follow outside of attending classes and TA'ing
    - Students are also expected to attend weekly department seminars every Friday at 3:10 PM
  - Starting fall 2021, EES AWG chapter will be providing free menstrual supplies for both everyday use and fieldwork, no questions asked

- **Skillset support resources**
Library resources:

- Data science courses through Vanderbilt library
- Other library resources

Vanderbilt Center for Teaching offers seminars, certificate courses; a number of EES graduate students have participated in these events and some have continued at CFT post-graduation

DataCamp

Writing Studio

- Students and staff can make one-hour appointments with a trained writing consultant to work through any piece of writing
- Also offers writers’ retreats, in-class workshops
- Hires graduate and undergraduate writing consultants every spring for the following academic year, pays $15/hour with paid training included

Career Center

Graduate Life Coach

- Offers meetings to discuss any aspect of graduate student life, highly recommended by a number of current EES grads

Makerspace at Wondry

Center for Latin American Studies

- Offers a scholarship to conduct field research in Latin America; a number of EES graduate students have received funding

Digital Humanities

ProjectSafe

Professional development resources

- Center for Teaching
- Writing Studio
  - Dissertation Writer’s Retreat
  - Classroom workshops (revision, brainstorming, etc.)
- Graduate Life Coach
- Career Services
  - Career & major exploration
  - Interview prep
  - Job & internship search
  - Job search materials
  - Networking & making connections
  - Fellowship advising
  - Graduate school advising
- Writing and Submitting Grant Proposals at Vanderbilt
- Career fairs
- EES hosts a visiting speaker for a seminar every Friday at 3:10 PM, as well as a lunch with the speaker at noon on the day of the seminar. These

Department funding

- Alberstadt-Reesman-Stearns Field Studies Fund
Graduate Life Institute Dissertation Enhancement Grant
Center for Latin American Studies Tinker Field Studies Grant

- Professional societies (e.g. AWG, SACNAS, NABG, GeoLatinas)
- Conferences
  - Potential meetings to attend
    - American Geophysical Union fall meeting
    - Geological Society of America (national meeting, Southeast and other regional meetings)
    - Gilbert Club fall meeting
    - The Ecological Society of America summer/fall meeting
    - Paleontological Society annual meeting (part of the greater GSA meeting)
    - North American Paleontological Convention (every four years, summer)
    - Society of Vertebrate Paleontology fall meeting
    - Goldschmidt summer meeting
    - European Geosciences Union General Assemblage summer meeting

- Funding to attend conferences
  - Conference expenses are generally covered by the department, but must follow specific EES procedures to ensure reimbursement is possible
    - This includes scheduling travel through World Travel; email program coordinator chantry.carroll@vanderbilt.edu for details on the process
  - Vanderbilt graduate School:
    https://gradschool.vanderbilt.edu/funding/travel.php
  - EES undergraduate travel fund:
    https://www.vanderbilt.edu/ees/UndergradConferenceTravelFunds.pdf

- EES graduate students will create a shared Vanderbilt Box folder in which to deposit previous successful proposals
  - Folder will also include email, resume, and CV templates
- Starting fall 2021, EES graduate student-wide meetings will provide an explicit statement of student rights
  - These will include specific details regarding vacation time (especially in terms of winter holiday vacations)

- Outreach resources
  - Unfortunately, we lack specific information for new faculty hires in this regard. We will work to address this issue moving forward
  - We will also work to clarify this section of the graduate handbook:
“While the focus of the summer effort should be on research, students can selectively engage in teaching and professional development activities during the summer, as appropriate. Students interested in such activities should discuss them with the advisor, advisory committee, and DGS. It should be emphasized that the benefits of such activities should outweigh the possible losses deriving from students being displaced from their research endeavors during the summer.”

- Specifically, we will work to address these questions:
  1. Does the above discourage independent outreach efforts on the part of graduate students?
  2. What is the departmental process for students who receive payment or funding for their outreach work?

  - Broadly, we will formalize the flexibility that is afforded to graduate students that comes from the “discuss with advisor, advisory committee, and EES director of graduate studies” mindset
    - Do academic departments replace the role of an HR department with this line? How does this perpetuate systemic inequalities?
  - The department does offer honoraria for invited seminar speakers
  - **Leadership Alliance summer mentorship** is open to students and has the opportunity for compensation
  - There is also the potential to mentor high school students on an independent research project at the School for Science and Math at Vanderbilt