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URGE Resource Map for University/Organization

This is a draft Resource Map for Kimbell School of Geoscience Pod at Midwestern State 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](#). Some of these will be resources common to all and some will be questions for identifying specific resources based on needs/interests identified during initial meetings while implementing the mentoring plan.

- Mentoring plan
  - Goal: To make sure that anyone who comes to the organization has the resources to be successful.
    - Graduate students: will be assigned a faculty mentor and meet with them within first month
    - New Faculty & Staff: Department chair is responsible for mentoring and assigning an out-of-department faculty mentor
  - Individual/Group meeting expectations:
    - Up to thesis advisor
    - Other mentoring aspects such as how to read journal articles, give presentations, etc. are discussed in informally grad seminar
  - Evaluations:
    - Grad students - evaluations each semester. Form provided by graduate advisor (attached)
- Core work resources
  - Code-of-conduct - Student Handbook provides university code of conduct
    - Individual labs may create a "group code of conduct"
  - Communication plan and expectations - Depends on individual advisor
  - Reporting Policy - In our second URGE [deliverable](#)
    - Can also report to: Department chair, Dean, Graduate Advisor, Dean of Students

- Equipment - Students can borrow equipment from the “closet” - available as needed for research trips and class trips.
  - Must ask the department chair for access
  - If equipment not available can be purchased.
  
- Conference and workshop participation - requirements set by advisors but generally:
  - Students doing projects can present
    - 2nd year (grad students) or undergrad (when project is ready, usually junior-senior year)
    - Presentations at GSA & GSA Regional meetings
  - Department covers students that would like to present
  - UG Forums and General Forums on campus are open and participation is encouraged
  
- Currently working on SACNAS affiliations and participation
  
- Campus and Geology computer labs have standard software
  - Geo lab open when building is open
  - Programs from Microsoft are available free for students from the university:
    - <https://www.microsoft.com/en-us/education/products/office?ms.officeurl=getoffice365?ms.officeurl=getoffice365>
  
- Orientation at start of year
  - Current students should reach out to accepted grad students prior to orientation to help answer student questions about campus, moving to Wichita Falls, etc.
  
  - Orientation covers community support and mental health resources
    - Outline services at organization/university: diversity officer, counseling and psychological services, ombudsperson, affinity groups, etc.
      - MOSAIC multicultural center: <https://msutexas.edu/student-life/mosaic/>
      - Counseling services: <https://msutexas.edu/student-life/counseling/>
      - Student leadership and organizations: <https://msutexas.edu/student-life/involvement/index.php>
      - Office of Student Rights and Responsibilities: <https://msutexas.edu/student-life/conduct/index.php>
      - Student Health Center: <https://msutexas.edu/healthcenter/>
      - Wellness and Rec Center: <https://msutexas.edu/student-life/wellness-center/>
      - Disability Support Services: <https://msutexas.edu/student-life/disability/index.php>

- Information Technology: <https://msutexas.edu/it/index.php>
- Calendar(s) of events or mailing lists to join provided by supervisor
- Expectations for taking vacation - varies by student and semester - outlined in orientation
- Skillset support resources
  - Any skills or experiences (e.g. compass use, hiking) required for degree are introduced in course field trips
  - Faculty should work with students to ensure they acquire skills
  - Coding is taught by individual professors
- Professional development resources
  - Informal through seminar classes
  - Students are encouraged to present at campus research forum and meetings, attend meetings such as GSA
  - Departmental seminars provide opportunity for students to network
  - Recommendations:
    - Add information about grad school and summer research opps to undergrad classes