Resources for Graduate Students in Integrated Plant and Soil Science

Current as of August 2018
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Academic Resources

Academic Coaching
Donovan Hall, Study Central
Jewell Hall, Study North

Academic Coaching is designed to help you set academic goals and to enhance your success as a student through discussion of test taking strategies, note taking, study habits, and time management. In a one-on-one setting with a trained graduate student, you will work to set goals for your courses and create an action plan to accomplish your goals. Sessions for academic coaching can be scheduled at https://uky.mywconline.net.

Doctoral Student Study Rooms
William T. Young Library, Fifth Floor

There are six multi-person study rooms available for use by doctoral students engaged in writing their dissertations. Doctoral students assigned to the multi-person study rooms are given a key and assigned a locker in which to store materials. Study room assignments run through the end of the academic year assigned. To be eligible you MUST be enrolled in a doctoral degree program and be engaged in the writing phase of your dissertation. For more information, visit http://libraries.uky.edu/libpage.php?lweb_id=120&llib_id=14.

Presentation U!
William T. Young Library, Central Basement, Room B24

Presentation U! is UK’s centralized speaking and writing center. Presentation U! strives to support student success in the classroom and beyond by fostering self-directed learning and the development of professional skills including interpersonal communication, team-based skills, visual literacy, and excellence in writing. Graduate Students can receive peer tutoring delivered by trained Masters and Doctoral students for their papers, presentations, or visual/digital projects. To make an appointment visit: http://www.uky.edu/presentationU/asynchronous-tutoring
Robert E. Hemenway Writing Center
W.T. Young Library, West Wing Basement, Room B108B

The Robert E. Hemenway Writing Center offers free and friendly help to all UK students, faculty, and staff. The Writing Center assists with the process of composing and communicating in writing, speaking, and multimedia projects across the curriculum through both face-to-face and e-Tutoring consultations. Although consultants help clients learn editing and proofreading strategies, they do not merely direct writers to "fix" grammatical errors— and they certainly do not copy edit the work. Consultants can additionally show clients how to locate and use online and print resources to help them follow models of formatting and documentation style. To schedule an appointment visit https://uky.mywconline.com. You will be prompted to make an account the first time you schedule an appointment.
Library Services

There are eight individual libraries within the University of Kentucky library system:
- William T. Young Library (W.T. Young Library)
- Agricultural Information Center (AIC)
- Education Library
- Law Library
- Lucille Caudill Little Fine Arts Library and Learning Center
- Medical Center Library
- Science and Engineering Library
- Special Collections Research Center

The two libraries most commonly used by students in the department are the W.T. Young Library and AIC. The W.T. Young Library houses the University’s humanities, social sciences, and life sciences collections as well as periodicals. The AIC houses current agricultural journals (one year’s subscription at a time) and selected indexes, abstracts, and reference volumes.

Graduate students can borrow books from 90 days and non-print materials for 7 days. Special items, such as interlibrary loans and reserves, vary in borrowing time. You can request that materials be brought to a preferred library for pick-up through the catalog entry for the particular item.

Interlibrary Loan
If a material is not available through UK’s library system, it can be requested through Interlibrary Loan (ILLiad) at https://lib.uky.edu/ILLiad. A separate form must be submitted for each item. Accurate and complete patron and bibliographic information is essential for processing requests. Prior to submitting the request, patrons should make every effort to determine that the library system does not own the item by searching the library's online catalog, InfoKat or the E-Journals Database.

Materials generally not available for loan are: pre-1800 imprints, rare books, newspapers and manuscripts (unless available in positive microfilm or from the Center for Research Libraries Catalog), some PhD and Masters theses, audiovisual materials, genealogical material, and e-books. In addition, photocopies of certain material protected by copyright cannot be obtained. Requests for textbooks or books and audio/visual items for leisure/recreational use cannot be obtained through UK's ILL office.
The Library absorbs up to $40 for acquiring reproductions of articles/chapters/papers or for the loan of material acquired through Interlibrary Loan per patron. If cost exceeds $40 the ILL staff will contact you to see if you are willing to absorb the extra cost.
Computing Resources

Printer Access
The computers in Agricultural Science Center N-125 and Plant Science Building 416 have access to a printer for free. To connect your personal computer or office computer to the department printer please contact Brian Lauer (brian.lauer@uky.edu).

Software
The University Information and Technology Services provides select free software programs for students using the program for personal use related to their studies. Software available for download includes:

- Adobe Acrobat
- Adobe Creative Cloud
- ArcGIS
- Echo360
- EndNote
- IBM SPSS Statistics
- JMP
- JMP Genomics
- MATLAB
- Microsoft Office 365 ProPlus
- SAS
- SigmaPlot

Software can be found at https://download.uky.edu/software.php. Log in with your LinkBlue account username and password. Some software, such as JMP and SAS, requires that you submit a licence request before use. Licence requests are located at the top of the webpage.

If you do not want to install the software on your computer or do not have access to the software at a given time, some software programs can be used through Virtual Den. Virtual Den can be accessed via https://apps.uky.edu/Citrix/Remote/auth/login.aspx. Log in with your LinkBlue account username and password.
Research Resources

Data Management Consultations
Science and Engineering Library, King Building

You will generate significant amounts of data during the course of your research that will be left with your advisor at the time of your departure. To best utilize your time while researching and writing, you can schedule a free consultation with a librarian who can provide you with information on data management plans, storage solutions, and best practices when working with large amounts of digitized data. An appointment can be scheduled by emailing Researchdata@LSV.UKY.EDU so that you can be matched with the librarian that best suits your needs.

Statistical Consultations
Plant Science Building, Room 323

The department has three statisticians -- Sarah Janse, Eric Roemmele, and Yue Cui -- who can assist you with statistical analyses and experimental design. If you need a consultation, complete a request form at https://stat.as.uky.edu/asl-consultation. Yue Cui currently has office hours Monday through Wednesday from 9 AM to 11 AM or by appointment through emailing ycu226@g.uky.edu.

Applied Statistics Lab
Multidisciplinary Science Building, Room 311

The primary purpose of the ASL is to build collaborative bridges between statisticians and other investigators – not simply serve as a consulting shop. ASL strives to improve breadth and quality of statistical support for scholarship across the University. ASL offers consultations, data analysis, statistical programming, and training workshops for grant submissions, study designs, publications, and presentations. Mentoring and training are key in the organizational model of the ASL. For some requests, ASL graduate students are partnered with an experienced faculty/staff member who mentors the student through all stages of the project. On occasion, an experienced graduate student is paired with graduate student in training to carry out project requests. To submit a request for appointment visit https://redcap.uky.edu/redcap/surveys/?s=UurTv2mN49.
Graduate Student Congress Research Awards

The Graduate Student Congress has funding available in support of major research projects; funds can be used to access special archival or library materials, to gain access to a certain population of individuals for research, or to support travel to field or research sites. If the award supports travel, you must travel within six months of receiving the award and will be asked for proof of travel.

- Award Cycle One (For Travel or Research between September and December)
- Award Cycle Two (For Travel or Research between January and April)
- Award Cycle Three (For Travel or Research between May and August)

Applicants must be associated with a department that is officially represented at GSC meetings and whose representatives attend GSC meetings; we are currently represented by Stu Lichtenberg and Kirtley Amos. To apply for travel funding complete the form and submit necessary materials in support of your application through the GSC at https://uky.az1.qualtrics.com/jfe/form/SV_8GqyrzQt5nMID. Award recipients must be prepared to provided receipts for all expenses upon request by the GSC. You may only win a research award once each fiscal year.
Field Work

University Vehicles
The department currently owns and maintains one SUV, a Chevy Trail Blazer, for local short-term use (4 hours or less). It is intended to support short-term transportation needs around campus and Lexington. It is NOT intended as a supplementary vehicle for programs which already have access to a project vehicle. To reserve the vehicle access the reservations website at https://luky.sharepoint.com/sites/cafe/PSSDEPT/SitePages/Home.aspx and select the Chevy Trail Blazer from the side menu. If you require a vehicle longer than four hours, you can make a reservation with the College of Agriculture Motor Pool at https://acsg.uky.edu/Fleetservices/.

An approved travel request form is necessary before you can take any UK owned vehicle out of the Commonwealth.

Gate Cards
All University owned farms have gated access. You will need a gate card to gain access to the farms outside of regular working hours. Your advisor will arrange for you to receive a gate card if necessary.

On Farm Policies
When parking near the main buildings, park vehicles only in the correctly marked location. Some lots are specified for certain vehicles.

Follow all marked signage in regards to pesticide applications and their impact on work in specified plots.

Anyone who has field work at any of the UK farms is required to attend one of the training sessions each year (usually held in late April and early May) which covers safety and other protocols at the farm.
Conference Travel and Funding

IPSS Block Funding
Currently there are two sources of funding for conference travel outside of your advisor. Each year IPSS sets aside block funding to support conference travel. You can receive up to $600 from the block funding once each fiscal year. Complete the travel form and attach proof of first authorship for the conference to Dr. Coyne. Funds will be awarded on a first come first serve basis until funding is depleted for the year.

Graduate Student Congress Travel Awards
The Graduate Student Congress has conference funding available throughout the year in three cycles based on month of travel:

- Award Cycle One (for travel between September and December)
- Award Cycle Two (for travel between January and April)
- Award Cycle Three (for travel between May and August)

Travel funding is not provided for participation in or presenting at workshops of for tuition for coursework. Applicants must be associated with a department that is officially represented at GSC meetings and whose representatives attend GSC meetings; we are currently represented by Stu Lichtenberg and Kirtley Amos. To apply for travel funding complete the form and submit an abstract at https://uky.az1.qualtrics.com/jfe/form/SV_6DSTg7Nb8AX9yf3. The abstract submitted will be read by multiple graduate students from a variety of backgrounds; it is in your best interest to submit an abstract that is written for a lay person NOT the abstract you submitted to the conference. Travel award recipients must be prepared to provided receipts for all expenses upon request by the GSC. You may only win a travel award once each fiscal year.

Booking Flights and Hotels
Flights and hotel must be booked through the University’s travel agent, Concur. Each advisor should have a Concur account through which you can purchase flights and book hotels. You are able to create a Concur account yourself and use the assigned purchasing card for your lab to complete these transactions. Please check with your advisor before creating your own Concur account; some advisors prefer that purchasing card information is not stored across several computers and accounts. If your advisor does not
have a Concur account, you can schedule a time with Vicki Pendleton who will assist you. Vicki Pendleton will also be able to explain any additional paperwork you may need to complete for travel.
Medical and Health Resources

Campus Recreation
Two recreation centers are located on campus: Alumni Gym (Gatton Student Center) and the Johnson Center (Complex Drive). Both locations offer free weights, cardio equipment, group fitness studios, and equipment check out. The Johnson Center also offers a multipurpose gymnasium, four-lane elevated track, cycling studio, racquetball court, and climbing wall. Alumni Gym additionally offers personal training. Group exercise classes are posted on the Campus Recreation and Wellness webpage (https://www.uky.edu/recwell/fitness/group-fitness). Membership to both locations is covered through your student fees during the Fall and Spring Semesters. Summer memberships can be purchased at the Johnson Center Office for $20.

Health Insurance
The insurance offered as part of your package (Student Health Insurance Plan) is offered through Anthem Blue Cross Blue Shield. If you opted to take this insurance as your sole insurance or as co-insurance, you will be prompted to access the website (https://www.arcsvs.com) to acquire your insurance card. At the time of your first log-in you will be prompted to create a username and password. This website can also be used to search for a provider and/or pharmacy within network if you cannot be seen at Student Health or through the University’s health care system.

Student Health
University Health Services Building, Second Floor

Student Health should be your first stop for any medical needs and offers a variety of services through the Student Health Fee. Some additional testing and imaging, such as x-rays for a broken arm, may result in a small fee. Any prescriptions ordered through Student Health can be filled at the pharmacy for a greatly reduced cost or at any pharmacy of your choosing. Appointments can be made with Student Health online through your MyUK account. On the Student Services page, select MyInfo and a link to make appointments with Student Health is located on the left menu. If you take the insurance offered by the University, you can visit Student Health in the summer despite not paying a student health fee.
Mental Health Services
Frazee Hall, Room 106

Graduate work can be demanding and stressful. Graduate students are eligible for free counseling during Fall and Spring Semesters though the Student Health Fee. Services are additionally free in the summer if you held six credits the previous Spring and will hold six credits in Fall OR if you are enrolled in at least one credit during the summer and have paid your fees. If at any time you feel that you need assistance, the UK Counseling Center offers individual sessions, group sessions, and couples sessions. New clients can schedule an appointment by walking in or by calling (859) 257-8701. The phone line is staffed 24-hours a day if you require immediate assistance outside of operating hours.

Dental Care
Dental Science Building, Second Floor

Dental care is not covered under the University insurance plan. However, the College of Dentistry offers no-cost dental services for students who have paid the Student Health Fee. Available services include dental exams (2 per 12 months), dental cleanings (2 per 12 months), select x-rays, and select restorative services. Other services are offered at a reduced cost compared to dental practices. To schedule an appointment, call 323-DENT and mention Student Dental Health Service when speaking with the staff member who answers your call.
Campus Transportation

Parking Passes
As a graduate research or teaching assistant you are eligible to purchase an employee academic (E-academic) parking pass for the academic year (August-May). The E-academic permit allows you to park in any area designated as intermediate E, K, or EK across campus as well as park in loading zones for 15 minutes. If you reside on campus, you are not eligible for this parking pass and may only purchase a residential (R) permit. As E-academic and R permits are only eight months in length, you must purchase a summer permit in mid-May until you are eligible to purchase a permit for the next academic year. E-academic passes cannot be purchased until approximately the second week in August when the GSAS forms have been processed. Both passes will cost approximately $400 combined annually.

Bicycles
Bicycling can be one of the best ways to navigate campus. If you did not bring a bike to campus, you can check out a bike through the Wildcat Wheels Bicycle Library for the semester for free. Wildcat Wheels has a fleet of 100 bicycles that can checked out for a full semester at a time. Demand for these bikes often exceeds supply; when that is the case, the bikes are awarded through a random lottery.
Wildcat Wheels also has a fleet of bikes that can be checked out for up to one week at a time for short-term use. These are available first-come, first-serve during open shop hours. Wildcat Wheels is located on the first floor of Blazer Dining, near the corner of Martin Luther King Jr. Blvd and Avenue of Champions.

To sign up for a bicycle for the Fall 2018 semester, enter the lottery by filling out the application at http://bit.ly/2MweSmG. Deadline to apply is Friday, August 24th. Recipients will be notified of their status on Monday, August 27th.

If you brought your bike to campus, you are encouraged to apply for a free bicycle permit with Transportation Services. The permit will ensure University Transportation contacts you before cutting your lock if the bicycle is parked at an inappropriate location. It will also assist University Police in identifying your bike if it is stolen. There are several repair stations across campus for use in completing minor repairs. Each station is equipped with screwdrivers, allen wrenches, headset wrench, box wrenches, tire levers, pre-glued tube patches, and a manual air pump. Stations are located at Ag North,
Wildcat Wheels, Patterson Drive, W.T. Young Library, College of Nursing, Rose Street Garage, Johnson Center, and BCTC Oswald Building.

**Campus Shuttles**
The University operates three shuttles for students -- blue, white, and green; additional shuttles serve UK Healthcare (orange) and the Kentucky Clinic (pink). The blue and white shuttles are the same route traveling in opposite directions. The Blue Route runs clockwise from Kroger Field with its first stops at Cooper and Agricultural Science. The White Route runs clockwise from Kroger Field toward the W.T. Young Library with the first stop of Complex Drive and Huguelet.

Buses do not operate on a set time schedule. Instead, they operate on a headway system with continuous, frequent service. All campus routes can be tracked in real-time on the TransLoc Rider website (uky.transloc.com) or through the free app. You may send a text message to 41411 with UKY and the appropriate stop number to receive a message back listing the next three arrival times for that stop.

**Lextran Bus System**
Students may ride Lexington’s Lextran Bus service for free with their student ID. Unlike the campus shuttles, these buses operate on a fixed schedule. All routes can be tracked in real-time on the TransLoc Rider website (uky.transloc.com) or through the free app.
Who’s Who in IPSS Support Staff

Abbie Cain
Department Manager, (859) 218-0793
- Assist Coordinators of instruction, Extension and Director of Graduate Studies
- Manage faculty distribution of effort (DOE)
- Assist with faculty tenure and promotion process and evaluations
- Compile various annual reports
- Assist with reviews and tracking of extension publications and Hatch/ multi-state projects
- Chair’s approval designee

Maggie Maynard
PSS Human Resources Manager, (859) 218-0709
- Hiring
- Position Updates
- New Employee Onboarding and Separation Procedures
- Departmental contact for HR policy questions
- Departmental contact for Staff Performance Evaluation questions
- Graduate Students - GSAS Form
- Payroll
- Pay account distributions
- Staff - time sheets

Lauren McMahan
Business Officer, (859) 218-0710
- Oversees all business and financial operations
- Handles questions about accounts and financial transactions
- Budgeting and forecasting
- Department contact for grant expense management
- Lab and office phones
- Activating data ports
- Purchasing equipment and supplies that can’t be purchased with Procard
- Work order forms

Vicki Pendleton
Travel Specialist, (859) 218-0711
- Travel authorizations
- Travel reservations
- Travel reimbursements (TRIP)
- Explain travel regulations
- Employee Reimbursements
- Receive and deposit all cash/checks including gifts
- Purchasing requests – computers, etc.
• Process office supply orders through OfficeDepot
• Monthly account ledgers
• Minor equipment data entry
• Goods Confirmations- collects packing slips for punch out orders

Deanna Vance
_Procard Specialist, (859) 257-7570_
• Procard editor – collects all procard vouchers and related paperwork
• Monitors, copiers and supplies on 3rd and 4th floor of PSB
• Scans financial documents and sends to other departments
• Maintains financial document files

Susan Leopold
_Administrative Assistant, (859) 218-0713_
• AGN Support - Mail, printers, copiers, and supplies for 1st and 2nd floor
• Seminar speaker schedules/announcements
• Business cards
• Assists with completing work orders and vehicle reservations

Brian Lauer
_IT Specialist, Agricultural Science, Seedhouse, Greenhouse, Spindletop Farm, (859) 257-7470_
• Creating AD accounts
• Internet Connections
• Computer consulting, installation, repair, anti-virus,
• UK site licensed software
• SAS
• Graduate Student laptop assignment
• Processing surplus computers
• Web strategy and development
• Web Support
• Activating your department web profile
• Help with using the Content Management System (CMS)
• Creation/help with custom web pages for individuals/labs/group

Linda Williams
_Web Specialist, (859) 218-0796_
• Creation/help with custom web pages for individuals/labs/groups
• Maintain PSS, individual, lab and group web sites
• PSS social media