

What to do and what not to do?

‘Handy book’ for new entomology graduate students!!!

As soon as you arrive to Penn State:

- Go to the HUB-Robeson Center- First Floor- PNC Bank and ID+ office. If you need to open a **bank account**, stop at the first counter on your left and do so (or check Penn State Federal Union Bank next door- both banks offer free checking accounts). If you don't need to open a bank account, keep going to the end of the room. They'll take your photo (Remember not to go there on a bad-hair day...your photo will be on your ID as long as you're at Penn State!!!) and give you your **Penn State ID**.
- **Why do I need my ID?** Your PSU ID is your access ID to all facilities on campus and ID+ has developed an account system where you can put money on your ID and use it in stores and restaurants in and around campus. Go to <http://www.idcard.psu.edu/> and check for **Lion Cash** information.
- Open a **PSU email account**: After getting your ID, cross the street from the HUB to the Boucke building. The first floor computer lab has specific signature stations. Ask for assistance to open your PSU email account. You can setup forwarding to another client – most people don't like the PSU webmail interface.
- Once you have your email account, you can access **eLion** on <http://elion.psu.edu>. Use this link for:
 - **Course registration** (student registration on the left margin- Ask your advisor for course requirements)
 - Checking your **course schedule** (student schedule)
 - Checking your **account** (Bursar account)
 - Seeing your **transcript** at the end of the semester (Transcript)
 - You can also check www.schedule.psu.edu - Schedule of courses – to see the courses offered throughout the university each semester.
- You will need to use **ANGEL** in many courses and TA assignments. Check: <http://cms.psu.edu>.
- Most of the time, you will be assigned a desk in a shared office, but you will probably not get a computer. Be prepared to **have your own laptop**.
- Faculty and students have their **photograph on the board** on the 5th floor of ASI. You'll want to do this too – contact Nick Sloff to schedule a time to get it done. (nws10@psu.edu).
- You will need **keys** to buildings you work in, since they are locked after hours and on weekends. Buildings you may need access to include: ASI, CEL, and Millennium Science Complex, etc. Contact Marcia Kerschner (mrk25@psu.edu) and she will help you with the required paperwork.
- Contact Ellen Johnson in 501 ASI or at esh1@psu.edu for a packet of forms you'll need to fill out **in order to get paid**.

During your graduate years at Penn State:

- Every semester, graduate students **need to enroll in at least 9 credits** that can be fulfilled by courses, research, or TAing. After your comps, you will sign up for dissertation credits. Failure to register before the second week of classes results in a large fine.
- If you ever have to send **payments to the Bursar**, it is better to send in a check since credit card payments include a surcharge.
- If you have a car, you need to get a **parking permit** online at <http://www.transportation.psu.edu/parking/student/permits.shtml> and pick it up from the parking office at the Eisenhower Parking deck, near the Millennium Sciences Complex.
- You can **park your car** in Lot 44, by the Bryce Jordan Center and take any of the Loop or Link buses to get to ASI (Check the last pages of this handbook for campus and bus maps). You can park in the ASI parking lot (East Deck) and Eisenhower Parking Deck after 4 PM on weekdays and anytime during the weekends. **On home football game days**, you can use your parking permit in the decks for free, if you want to get work done or tailgate.
- If you have a **bike**, register it at the parking office (Eisenhower auditorium, basement), and don't ride it on the sidewalks or risk a \$15 ticket!!!
- If you need a **Pennsylvania driver's license**, the nearest DMV center is 812 W. College Ave (bear right after the Nittany Mall). Currently, they accept ONLY CHECKS and the cost is \$26. You will also need TWO bills with your current address, two official forms of identification (passport, social security card, birth certificate). There may be additional forms required for international students.
- Many labs have **lab copy cards** for use at the library. Ask a technician or graduate student in your lab. The library will also scan journal articles and book chapters if requested and deliver them to you electronically via ILLiad:
<https://psu.illiad.oclc.org/illiad/upm/>
- Each Lab has an account number for use on the **photocopy machine** in the ASI mailroom. Ask your lab for their account number. At the CEL, each person has his/her own account number.
- Are you TAing a class? The **teaching budget** will cover the costs of the textbooks for the class as well as the photocopies. Ask Kylie for the budget number to use on the machine.
- Do you want to improve your resume? Check out the **MBNA Career Center**. There are walk-in and scheduled appointments available with career counselors.
- If you don't want **insurance** through PSU (e.g. you're on your parents insurance), make sure you decline it because you are automatically enrolled. **Dependents** are not automatically enrolled in insurance and they need to be re-enrolled every year.
- Start your **insect collection** right away and keep up on it. Keep your kill jar with you everywhere you go. You do need a permit to collect insects in state parks. You can join the Entomology Society of PA to be listed on their group permit. <http://entsocpa.org/>
- Go to the **library** and check out books. Use the automated check-out - it is really speedy. You can return your books by putting them on a small inconspicuous poorly labeled conveyor belt next to the main checkout service desk or outside drop drawers on the right side of the building.

- You can **reserve library books online**. They will pull them for you and have them ready for pick up in few days. You'll be notified when they have them ready. PS- As a grad student, you can keep books for the whole semester unless they're requested by someone else.
- To check **electronic resources** for books and journal articles, click on Libraries on the PSU home page, Go to University Libraries or go to <http://www.libraries.psu.edu/uplibraries.html>; Click on "E-Resource list" in the left margin. The easiest way is to go to Web of Science, do a General Search and then once you find what you're looking for, click on the blue "GET IT" link that is usually on the right side of the page.
- **Information technologies** at PSU offer students, faculty, and staff resources to manage, update, and maintain their PC and/or Macintosh computers. <http://its.psu.edu/> provides current IT updates and free downloadable (and safe) software such as Norton Antivirus.
- There is a **free tax service on campus** for students or scholars who are residents (for federal tax purposes) and have income less than \$51,000. The service is the Volunteer Income Tax Assistance Program in the Ferguson Building, Room 10. Schedule an appointment by called 814-863-7448 and find more information at: <http://extension.psu.edu/income-tax/vita>.
- **University Health Services** is located in the UHS building , next to the Bank of American Career Services Building, close to Millennium Science Complex. Call and make an appointment when you feel sick. Appointments are available on weekends. If it is not an emergency, you can schedule your appointments online at: http://www.sa.psu.edu/uhs/basics/online_access.cfm.
- There is a **Statistical Consulting Center** (part of the Statistics department) which can help you learn the best way to analyze your data (for free!). Make sure to sign up for this service early in the semester. The SCC can also help with experiment design. A statistician on call service is also for 1-hour consultations.
- If you need help signing up for credits, contact the admin assistant, LaTrisha Hough at 814-865-3077 or ldw5@psu.edu.
- We suggest using a **citation manager** to organize the literature you read and use for citations. Endnote and Mendeley are popular choices.
- Check out Penn State Remote Apps, which gives you access to programs like SAS, Minitab, ArcGIS, etc for free. Some courses require you to use certain programs you can find here. <http://clc.its.psu.edu/UnivServices/RemoteAppsSW>

If your office is in the Chemical Ecology Lab

- The refrigerator rm 122 is stocked with sodas for \$0.50 and is run by EGSA.

Departmental activities:

- Get involved early! The Entomology Graduate Student Association (**EGSA**) is your key to many social events, fundraisers as well as funding sources, and basically your chance to get to know everyone as fast as possible. Maybe you only want to make friends, or collaborators, or both but EGSA is a great way to do this! (You can also be an active member in Penn State Graduate Student Association. Check www.clubs.psu.edu/up/gsa/)

- Serve on **committees**. Give **talks**. Join **journal club**. Faculty see this and respect it, and all of these take a minimum of extra effort and look great on your CV, if for no other reason.
- Become a Friend of the **Frost Entomological museum**. The museum is currently under construction, but there will be opportunities to help with restructuring. Once open again, you can give museum tours and help conserve the museum collection.
- Grad students are responsible for caring for the live insects in the ASI 5th floor hallway (roaches, tarantula, walking sticks, etc). The insects are used in school programs given by the department and are sometimes out on loan. **Sign up for Critter Care** to help! Often, there is a reward for students who do this and is discussed at EGSA meetings.
- **Get involved in insect outreach!** In the fall, help out with the Great Insect Fair, a unique event attracting >8,000 people. Or become a Frost Museum Docent and bring the fun of bugs to children of all ages. In the spring, help create the entomology booth at Exploration Day and in the summer, be a counselor at Bug Camp for Kids. These are great experience opportunities and it looks great on your CV.
- Meet more people from the department (students, faculty and staff) in the **Friday coffee break** at 10:00 am in room 504, ASI.
- **TALK TO YOUR FELLOW GRADS!** Everyone who is here is an expert on something **and** you can learn so much just from hanging out with all the students!
- **Bring your pet bugs** to the department and maintain a display- everyone would love to see them!!
- There is a **locker room** in the basement of ASI. Get your own lock and use one of the cabinets if you need to. It's helpful when biking to campus in the summer!!!
- Check out the **EGSA snack cabinet** in the mailroom that has a variety of snacks and sodas available.
- Many of us are also involved with **The Center for Infectious Disease Dynamics** (CIDD) that integrates many different types of scientists interested in infectious disease. Check out the website for more information: <http://www.cidd.psu.edu/>. To get on the CIDD email lists you can send an email to Laura Quevillon (leq103@psu.edu), or Becky Heinig (yxh5118@psu.edu). You'll receive information about student events (journal club, lunches with speakers) and CIDD invited speakers.

Entertainment and Others:

- Graduate Student Association shows **independent films** during the fall and spring semester for free. Also, mainstream movies are shown in the HUB every weekend - just bring your student ID and it's free. Look up the student activities webpage for updated info, check the Collegian newspaper on campus, or look for signs at the HUB.
- The Student Programming Association (SPA) plans **free events** like magic shows, comedians, guest speakers and concerts: <https://www.facebook.com/PSU.SPA>.
- With your ID, you can get **free tickets to Spikes baseball games** at the HUB on Monday, Wednesday and Fridays from 11-1pm.
- For **outdoor lovers**, Penn State Adventure recreation has great weekend activities that are reasonably priced: <http://www.athletics.psu.edu/advrec/trips.html>. There are also numerous hiking trails and parks in the area.

- **Looking for fresh veggies?** Local CSAs- Tait Farm, Plowshare Produce and Village Acres. Farmers markets in Boalsburg, State College, Bellefonte, and Millheim. Cellar Market- near the Eisenhower Auditorium, local produce from the Horticulture department, usually open Wednesday afternoons.
- Go **blueberry picking** at Rothrock; **peach, and apple picking** in Biglerville
- There are many great **hiking** trails that are very close (where you can do some great insect collecting :)
- **Meyer's Dairy** has milk in glass bottles and very delicious ice cream sundaes
- During the summer months, the **Farmer's Market** is held on Locust Lane in downtown State College. Numerous vendors sell fruits and vegetables as well as freshly baked goods and arts and crafts too.
- The quickest way out of the **creamery**, when the ice cream hunger starts is to get the pre-packaged ice cream from the freezers. Same flavors no wait.
- You can join CSA's (**community supported agriculture**) - you pay up front for the season and farms which bring you a box of vegetables every week (two possibilities: Village Acres Farm and Tait Farm).
- For students who like to garden, but don't have land, there are several **community gardens** in State College!
 - PSU Community Garden - <http://www.psucommunitygarden.org/>
 - Tudek Park Community Garden <http://www.crpr.org/parks/gardenplots/garden-plot-index.html>
- **Check out Pennsylvania Association for Sustainable Agriculture (PASA)** – they are a regional sustainable agriculture organization that holds a conference in State College annually and many other ag related events in the area. For more information: www.pasafarming.org
- You can buy **recycled bikes** at Freeze Thaw Cycles on Calder Way.
- The first Thursday of every month is **customer appreciation day at the Pita Pit** on Calder Way (everything is half off!).
- Go to a **beer distributor** to save money on booze. Pletcher's by Giant off of Atherton is the only walk-through distributor in town.

Where to eat near ASI:

- Penn State Creamery (they also have pizzas, salads and sandwiches). If you purchase their reusable travel mug, you pay a discounted rate for coffee.
- Peet's coffee and Blue Chip Bistro in the Business Building- 1st floor
- The HUB: fast food, sandwiches, salads, coffee, sushi, etc.
- Lots of choices downtown!

Useful Links:

- <http://www.catabus.com/> - CATA bus website
- <http://www.statecollegefarmers.com/> - downtown State College Farmers' Market
- <http://www.slowfoodcentralpa.com/farmersmarkets.html>
- <http://www.mtnittanywinery.com/> - Mt. Nittany Winery
- <http://www.statecollege.com/movies/> - some local movie theaters
- <http://www.centrestarlite.com/> - a drive-in movie theater

<http://www.pennscave.com/> - Penn's Cave

If this "Handy Book" was not handy enough for you, please let us know how we can improve it. We're also here to answer any of your questions. Do not hesitate to ask!

Your fellow OLD graduate students
In the Entomology Graduate Student Association (EGSA)