



**The Workplace Policy Handbook**  
(Graduate Student Information)

DEPARTMENT OF EARTH SCIENCES

Dartmouth College  
Hanover  
NH 03755

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This document is intended to introduce incoming graduate students to the Dartmouth Department of Earth Sciences (EARS) community, and to provide guidance for all EARS graduate students wishing to make best use of EARS resources and work toward completion of an advanced degree. The EARS faculty encourage all students to learn from each other, and new students to take advantage of the experience and knowledge of veteran students. The topics covered in this document can help initiate that exchange of information.

Information about academic degree requirements for EARS graduate students is provided in the EARS Academic Policy Handbook as well as the Dartmouth Organization, Regulations and Courses (ORC). Other relevant information is in the Dartmouth Graduate Student Handbook issued by the Guarini School of Graduate and Advance Studies (hereinafter the Guarini School).

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## 1) EARS Departmental mission

The Departmental mission is to achieve balanced success in undergraduate education, graduate-level training and scholarship of the highest quality in our chosen areas of specialization in earth and environmental geosciences, and competitive grantsmanship in support of our research. The hard work and dedication of our graduate students are essential to achieving all aspects of this mission.

## 2) College regulations regarding the quality of our working environment

1. **Dartmouth is a Safe Workplace:** Dartmouth College is firmly committed to maintaining an educational environment in which sexual and gender-based harassment, sexual assault, and other forms of sexual misconduct are not tolerated, and in which persons reporting sexual misconduct are provided support and avenues of redress. When sexual misconduct is brought to its attention, the Guarini School will take prompt and appropriate action to end the misconduct, prevent its recurrence, and address its effects.

Further information can be found on the Dartmouth Title IX Office website:

<https://sexual-respect.dartmouth.edu/>

2. **Dartmouth is a Drug Free Workplace:** Dartmouth College prohibits the unlawful possession, manufacture, distribution, or dispensing of illicit drugs and alcohol by its employees on College property or as a part of its activities.

In the State of New Hampshire, possession of liquor or alcoholic beverages by a person under 21 years of age is a violation of law and punishable by a fine. New Hampshire and Federal laws prohibit the possession and distribution of controlled drugs. Controlled drugs include, but are not limited to, marijuana, cocaine, crack, heroin, and LSD. Criminal sanctions for possession and distribution can range from fines to imprisonment. Although the College does not intend to act as a law enforcement agency, it will not seek to protect individuals who have violated the law. Further, the College will cooperate to every feasible extent with law enforcement officials if an on-campus investigation is necessary.

An employee supported by a federal grant or contract must notify his or her supervisor of any drug conviction within ten days of the conviction. Within a subsequent ten-day period, the College must notify the contracting agency of the conviction. In addition, the College will within thirty days of the notice of conviction take appropriate disciplinary action which may include termination of employment or dismissal from the graduate program.

Employees who violate any aspect of the above policy will be subject to disciplinary action, which may include termination of employment or dismissal from the graduate program. The employee may also be required to participate in a rehabilitation program.

3. **Smoking Policy:** It is the policy of Dartmouth College to regulate and minimize the effects of smoking in the workplace in accordance with State of New Hampshire legislation. These regulations specifically prohibit smoking in all shared work areas. "Work area" is defined as any enclosed location, permanent or temporary, where faculty or staff perform any work-related duties in the course of employment. In practice, this includes the entire Department.

It is not the intent of this policy to supersede rules for areas where smoking is prohibited by fire, safety, and health codes or business necessity. Any other smoking policies should be reviewed for compliance with this policy. The Department shall provide a copy of its written rules to any member of the faculty or staff upon request.

It is illegal for an employer to fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to his or her compensation, terms, conditions, or privileges of employment because the individual is a smoker or non-smoker.

It is the desire of Dartmouth College to aid any member of the faculty or staff who smokes and would like to quit. Additional information on this topic can be reviewed online.

### 3) Graduate student representation

In all matters described in this document and the EARS Academic Policy Handbook, any student is encouraged to voice his or her ideas or questions primarily to the individual advisor and thesis committee. In addition, graduate students can voice their perspectives collectively in the following ways:

- 1) **Graduate Student Council (GSC):** One student from each of the graduate departments at Dartmouth College is elected by his or her peers to a council which meets regularly with the Dean of the Guarini School. The primary purposes of this group are to present the Dean with ideas for the improvement of graduate education and graduate life in general, and to serve as a sounding-board for the Dean on matters of evolving College policies. Additional information can be viewed online.
- 2) **EARS Departmental representation:** The EARS student serving as a GSC representative, plus up to two other EARS students selected by their peers, serve together as graduate representatives to the Earth Sciences faculty. These individuals may attend Department faculty meetings and serve generally as the

contacts between the EARS graduate student community and the faculty. Students should select their representatives at the beginning of each Fall term, and subsequently meet with them at least once each term to review concerns regarding graduate life, and to share serious concerns which will be relayed to the faculty in a timely and constructive way.

#### 4) Grievance procedures

An individual graduate student may find he or she feels aggrieved regarding, for example, an alleged violation of the terms of agreements and guidelines laid out here and elsewhere, a dispute about the diligence and fairness of an advisor's supervision, perceived issues in the mismanagement of remuneration, joint publication, as well as issues of gender or racial bias, favoritism, or concerns about conduct. The Department and College have established procedures to handle such grievances.

- 1) Allegations of scientific misconduct, violations of the academic honor principle, and certain issues of professional and personal conduct (sexual harassment, discrimination and other alleged violations described in the Graduate Student Handbook under code of conduct-non-academic regulations), must be reported to and handled by the Guarini School Office.
- 2) Resolution of other grievances will be a graduated process, beginning with the student's advisor or thesis committee. Thus, likely procedural steps for the aggrieved student are as follows:
  - a) If appropriate, an aggrieved student should speak directly to the person who allegedly bears responsibility for the complaint with a view to achieving satisfactory resolution.
  - b) If action (a) proves inappropriate or unsatisfactory, an aggrieved student should consult his or her graduate advisor and members of his or her thesis committee on the matter. The student could also consult with the Graduate Liaison, Graduate Program Coordinator, or Department Chair.
  - c) If action (b) proves unsatisfactory, a student can request through the EARS Graduate Liaison, Graduate Program Coordinator, or Department Chair that an ad hoc Departmental Grievance Committee address the issue. This committee ideally should include faculty and graduate students.
  - d) If actions (a-c) prove unsatisfactory, the student should contact the Assistant Dean of the Guarini School to arrange mediation. For further details on this process, please refer to the Graduate Student Handbook.
  - e) If the Dean of the Guarini School, working together with the aggrieved student and appropriate faculty member(s), is unable to reach a satisfactory resolution through mediation, the student can request in writing a formal hearing and

ruling by the Dean of the Guarini School and the Committee on Student Grievances. Formal hearings are conducted as described in the Graduate Student Handbook (see sections titled "Committee on Student Grievances" and "Formal Hearing" under Academic and Conduct Regulations).

## 5) Teaching and research assistant obligations

Dartmouth Graduate students are essential to fulfillment of the Departmental mission. Accordingly, students are required to serve as either a Teaching Assistant (TA) or a Research Assistant (RA), each typically requiring approximately 20 hours of associated effort each week. Duties may include providing instruction in one or more course-related laboratory sessions, grading papers, exams, and problem sets, serving as a Research Assistant under the direction of one's research advisor, and carrying out Departmental functions such as organizing collections, overseeing the computer room, publishing an occasional newsletter, etc. Some specific guidelines and obligations for meeting these requirements are as follows:

- 1) **TA residency:** Dartmouth students serving as Teaching Assistants (TAs) should be in residence at least two days prior to the beginning of each academic term, regardless of their specific TA duties, to help in the preparation of course and laboratory materials. Ultimately, TAs are answerable to individual research advisors and course instructors regarding exact scheduling of assigned duties. TAs are expected to be in residence during the entire academic term in which they are teaching.
- 2) **Graduate group grading sessions: All TAs are eligible to be called upon at any time** to assist in the grading of examinations for the large, introductory courses. To facilitate the distribution of the grading load, professors will attempt to provide to their TAs, early in the term, the estimated number of extra graders needed for exams or papers. At the end of the term, this grading may well extend into the between-term breaks. If TA has made the proper arrangements with his or her advisor to take leave, the student is still responsible to their fellow-students for their share in the mid-term or final grading of the examinations in the introductory courses.
- 3) **Summer absence:** Because Dartmouth operates on a year-round, 4-term basis, and because there are undergraduate courses offered during the summer term, it is necessary that some TAs be in residence during the summer term. We make every effort to accommodate thesis research and other plans of graduate students during the summer term.
- 4) **TA assignments:** The assignment of teaching duties will be made in accordance with the Department's research and instructional needs. If a student has a strong preference for teaching in a specific course, we urge the student to consult the professor in charge of that course at least two terms before the course is offered. While we cannot guarantee that all wishes will be met, we will do our best. When

a student has been assigned to a course, it is the student's responsibility to seek out the professor in charge to establish the TA's duties and schedule. If duties include grading course assignments and exams, it is important that materials be graded and returned promptly.

- 5) **Departmental duties:** In addition to teaching and/or research duties, each student will be assigned a departmental duty to ensure that teaching rooms and labs and research equipment are kept in operation, the computers and software are serviceable, a periodic newsletter is written, etc. These duties are rotated each term.
- 6) **Vacation:** Each graduate student is entitled to 3 weeks paid vacation during the year. The timing of any vacation and/or prolonged absence from the Department should be considered with one's Departmental obligations and research schedule in mind and should be discussed with one's advisor.
- 7) **College Drivers:** Some courses include field trips that are led by graduate TAs. As a result, a graduate student may be required to drive a college vehicle, which in turn requires that the student be an 'Approved Driver' by the College. This is an important responsibility for which all graduate students are encouraged to be prepared as soon as possible. TAs on the STRETCH are required to be Approved Drivers and are usually also required to drive a van towing a trailer. Please contact the Departmental Administrator for further information and review the College Driver Policy online.
- 8) **Professional conduct & ethics training:** All graduate students are expected to hold themselves to the highest standards of professional conduct. Toward this end, all first-year graduate students are required to participate in a College-wide training program covering the basics of professional ethics. This training typically takes place during the Guarini School annual New Student Orientation. More information about this program can be viewed online. The EARS Department has incorporated Dartmouth-required ethics training into EARS 201 and expects that all students will attend the ethics sessions in EARS 201.

In 1962, the Dartmouth student body voted to adopt the Academic Honor Principle – that "all academic activities will be based on student honor". As members of the Dartmouth community, and as potential mentors of Dartmouth undergraduate students, all graduate students should be familiar with this principle. Please review the key elements of this policy online (<https://student-affairs.dartmouth.edu/policy/academic-honor-principle>).

College policy concerning a consensual relationship between a graduate student and any student or employee they supervise or evaluate can be viewed online (<https://sexual-respect.dartmouth.edu/policy/consensual-relationships-policy>).

The EARS Department has a set of "Community Expectations" written by the EARS faculty. These expectations are available on the EARS Department website:

<https://earthsciences.dartmouth.edu/menuefeature/inclusivity/community-expectations> and pertain to all EARS faculty, staff and students. Graduate students are expected to read and abide by these expectations.

## 6) Financial support

- 1) **Stipend and tuition**: All Dartmouth graduate student (whether one is a TA or RA) in Earth Sciences receive a twelve-month tuition fellowship and additional monthly stipend, the levels of which are set annually by the College. The amount of stipend support is indicated in individual acceptance letters.
  - i) **Duration of support**: Normally, a student in the EARS M.S. program receives support for 7 or 8 terms (One term is approximately 3 months long; Dartmouth operates year-round with four terms per year). Thus, the M.S. should be completed in two years. Typically, a Ph.D. candidate is supported for 17-20 terms. Thus, the Ph.D. program should be completed within five years.
  - ii) **In the event of competing, external support**: If a student is supported by funds from a source other than the College while in academic residence, they will receive no stipend from the College unless the level of support is less than the then-prevailing Dartmouth stipend rate. In that case, the College will attempt to make up the difference.
- 2) **Financial assistance**: Students requiring additional financial assistance should consult the Guarini School to explore the possibility of obtaining a student loan.
- 3) **Travel expenses to attend a professional meeting to present research results**: Information regarding general research-related expenses is given in Section 7 of this document. Here, we introduce the process for obtaining reimbursement of expenses related to travel to professional meetings to present one's research results.
  - a) The Department strongly encourages students to present their research at one or more professional meetings. The conditions to be met for a student to obtain College or Departmental support for attending a professional meeting include that the student be presenting research conducted as part of his or her Dartmouth degree requirements. If a student presents a paper at a professional meeting, reimbursement for some, or all, of the associated travel expenses may be provided, upon application, by the Guarini School and the EARS Department. According to College policy, a student will receive support for attending only one such meeting while a graduate student at Dartmouth, whether that support is awarded by the Guarini School or the EARS Department. **In general, the Department encourages students to apply first for support from the Guarini School, and then to apply to the Department.** However, individuals are strongly encouraged to consult with



their advisors and the EARS Departmental Administrator regarding the optimal use of funds for research-related travel well in advance of the proposed travel. **Successful requests for reimbursement of costs of research-related travel, made either to the Guarini School Office or to the EARS Department, must be made well in advance of the proposed travel, and must include a record of all such funds awarded to date.**

- b) Dartmouth College has an agreement with Travel Leaders to help with travel arrangements with preferred travel providers. Contact information can be found online.
- c) **General guidelines for requesting funds from the Guarini School**
  - i) The Guarini School has a limited fund for graduate students who want to attend a professional conference or participate in a professional development workshop. This fund can be used for transportation, conference registration fees, and hotel expenses (excluding meals). Travel expenses for students supported on research grants should be paid from the research grant.
  - ii) To request travel funds, a graduate student should send an email to Assistant Dean Gary Hutchins, with a cc (copy) of the email to the student's advisor. The email should include a description of the event, estimated budget, and the source of any other travel funds available to the student. **This request for funding must be submitted prior to the conference and endorsed by the student's advisor or the chair of the department.** Preference will be given to those who are in the last year of their study, but others are not excluded.
  - iii) The travel allowance provided is *up to a maximum of \$500*. Reduced fares are often available to individuals who buy their tickets early.
  - iv) This award is only available to each graduate student once during their graduate degree.

<https://graduate.dartmouth.edu/admissions-financial-aid/awards-grants/travel-awards>

- d) **General guidelines for requesting Departmental funds:** Departmental support may be used to supplement the Guarini Travel fund to pay for the full cost of attending a professional meeting. Request for support is made by letter to the Department Chair, giving the name of the professional meeting, the title of the paper to be presented, a detail of expenses, and tabulation of previous meeting support.

Please keep two key points in mind for reimbursement requests:

- i) All requests for expense reimbursement must include original, itemized receipts.
  - ii) Submit all necessary forms for reimbursement within 30 days of the incurred costs.
- e) **Support for attending additional meetings:** Securing support for attending additional meetings is normally the responsibility of the student and/or advisor. Most professional societies (e.g., AGU, GSA) offer student travel awards and students are encouraged to explore these options. A student's advisor *may* also have additional funds to support some portion of a student's travel to present their research at a professional meeting. However, each situation is unique, and a student should never assume that financial support will be available for additional meetings. Students are encouraged to discuss presenting at additional meetings – and which expenses may be covered – with their advisor well in advance of any meeting. In exceptional cases, a student may apply to the Department for additional travel support. Additional funds will only be considered if:
- the student applies for additional funding in writing to the Department Chair **before** any commitment is made to attend the meeting, and
  - the request is accompanied by a written explanation from the advisor indicating the significance of the student's contribution to the meeting presentation and attesting to the lack of funding from alternative sources.
- 4) **Support for purchasing a computer for research purposes:** The Earth Sciences Department views a functional computer as an essential tool for graduate education. As such, the Department encourages faculty members to provide computers for their advisees if needed. If the faculty member is unable to provide a computer and the student does not own an adequate computer for the work, the Department maintains a pool of laptops for graduate student use. To access a computer from the Department pool, coordinate with your advisor and Ed Meyer. If no pool computers are available, the Department will purchase a new pool computer for student use. The Department will purchase the computer through the Dartmouth Computer Store. Should a student require a higher-end computer, they must discuss additional funding sources for the computer purchase with their advisor. Personal and College funds may not be combined to purchase a pool computer.
- a) **Procedures for College-purchased computers upon graduation:** As per college policy, any computer purchased with Dartmouth funds – either purchased by a faculty member for a student or purchased for the Department computer pool – is the property of Dartmouth College. Upon a student's graduation, the advisor may choose to place the computer in the department pool, or gift or sell the computer to the student.

i) **Gift or Selling Computers:** Gifting or selling of a College-purchased computer will be conducted in accordance with Dartmouth's computer transfer policy, which can be found here:  
[https://www.dartmouth.edu/finance/documents/systems\\_policies\\_tab\\_documents/computer\\_transfer\\_policy.pdf](https://www.dartmouth.edu/finance/documents/systems_policies_tab_documents/computer_transfer_policy.pdf).

- The sale price or gift value of the computer will be determined by the college computer store, based on recent eBay sales. Gifted or sold computers may have personal tax implications. Gifts or sales of computers to non-US citizens may also have additional reporting requirements and may be subject to export restrictions. The Dartmouth gift form can be accessed here:  
[https://www.dartmouth.edu/finance/documents/financial\\_management\\_tab\\_documents/equipment\\_transfer\\_request\\_form.pdf](https://www.dartmouth.edu/finance/documents/financial_management_tab_documents/equipment_transfer_request_form.pdf).
- College policy requires that all data and college software be wiped from computers being sold or gifted. Removal of software and data should be done at the computer store. The store will then reinstall the basic operating system and return the computer to the student. A fee of \$80 will be charged for this service.
- If a faculty member decides to gift a computer to a graduate student that was originally purchased with Departmental (computer pool) funds, the faculty member will need to reimburse the department for the value of the computer at the time of gift transfer.
- Proceeds from the sale of computers originally purchased with Departmental (computer pool) funds will be returned to the Department subvention.
- In cases where a computer is needed to complete work after graduation, but will not be gifted or sold to a student, the student's advisor should apply for a sponsored account for the student via the Service Now portal, which can be accessed here:  
<https://services.dartmouth.edu/TDClient/1806/Portal/KB/ArticleDet?ID=63663>. The computer should be returned to the advisor or Department pool after the student's appointment expires.

5) **Support to take courses outside Dartmouth:** The EARS faculty recognize that there are many professionally rewarding and research-relevant short courses and full-term courses offered elsewhere that can complement our own course offerings. The EARS faculty are willing, on a case-by-case basis, to provide financial support for up to a maximum of \$1,000 associated with enrollment and travel in such off-campus courses. The remainder of the costs should be covered by the advisor and/or additional funding sources. A student's request for such support will include a written justification for this amount, including a description of the course, and at least one letter of support from the student's primary advisor

and/or members of the student's research committee. The department will only provide funding for one course outside Dartmouth per student per degree.

- 6) **General Reimbursement Policies:** The College will only reimburse expenses incurred in connection with College business that are appropriately documented by the employee, student, or visitor.
- Reimbursement will be made based on actual and reasonable expenses incurred for necessary business expenses or approved per diem amounts.
  - The basic policy governing travel and business expenses is that an individual should neither gain nor lose funds while traveling or conducting College business.
  - The College will not reimburse travelers for expenses that are inherently personal in nature such as childcare, clothing, personal recreation, entertainment, etc. Reimbursable expenses must have a valid, business purpose.
  - Assuming a reasonable level of comfort and convenience for the traveler, every effort should be made to keep College expenses to a minimum.

**To ensure success in the reimbursement process, please heed these guidelines. Consult the Departmental Administrator well before the event.**

## 7) General thesis research-related expenses

- 1) There are several sources of funds for graduate research: grants garnered by professors, grants garnered by students, and Departmental funds. First and foremost, we rely on external sources of funds (grants to professors and students) to support our research. Departmental funds should be viewed primarily as backup if grant applications fail, or as seed money when not enough work has yet been done to justify writing of a grant. If funds are not available from a student's advisor or other source, the following Departmental funds are available for students:

i) M.S. Thesis Research:	\$2,000.00
ii) Ph.D. Thesis Research:	\$3,000.00

2) **The following guidelines apply to this funding:**

- i) We expect that students will apply to outside funding agencies before asking the Department for research support.
- ii) An estimate of the full budget for thesis research, with brief justification, should be submitted to the Department at the time any research project is formally proposed. This includes proposals for research pursued in partial satisfaction of requirements for the M.S. or Ph.D. degrees. The budget should contain all expected research expenses, including cost for the use of outside or Departmental instruments.

- iii) Requests to the Department for M.S. or Ph.D. Thesis Research funds should be approved by the advisor first. With the advisor's approval, a student should email the Department Administrator with a request for the funds and copy the advisor on the email. The Department Administrator will provide an account number for the student to use and track the funds spent by the student.

## 8) Departmental facilities

The fulfillment of the Departmental missions, and indeed our daily lives in the Department, are made easier and more enjoyable with access to our shared facilities and amenities. The following provides an overview of some of these.

- 1) **Scientific equipment and laboratory facilities**: All scientific equipment in Departmental laboratories is available for use by our research students and staff, provided the use is clearly research-related and the potential user is familiar with the proper operation of the equipment. Any student interested in having access to one of our facilities or a piece of scientific equipment should obtain permission and guidance on proper use before attempting to use it. Continued access to any or all of facilities by an individual is contingent upon his or her thoughtful and courteous use of the facilities. Failing to meet these requirements could result in revoked privileges; persistent failure to meet these requirements could result in dismissal from the EARS graduate program.

Additional information on the capabilities and availability of our various scientific facilities can be reviewed on the Department website.

- 2) **Communal computing facilities**: MacIntosh and PC computers are available in room 217 Fairchild. These computers may be used by all members of the Department for commonly shared computing needs, including access to College compute clusters, electronic mail, and Departmental file servers. The graduate student "computer Czar", or most veteran graduate students for that matter, can provide information regarding the software available. Data and other files can be saved to Geo, the Departmental server.
- 3) **Telephones** are available in all graduate student offices for calls placed within the US.
- 4) **The copy machine in Room 216** is available to all in the Department; the code for the copier for graduate students is 6105. Printers are available throughout the Department for Department-related printing only (locations include Room 216—mail room, and 217—student computer lab. In the event of operational or maintenance issues, please contact technical staff member Ed Meyer.

- 5) For general convenience, a **refrigerator** to store milk, lunches, etc., a **toaster**, and a **microwave** oven are in Room 216. Additionally, coffee is available there for a nominal fee. Please exercise common courtesy in using these facilities. For example, food stored in the refrigerator should be labeled with name and date so that outdated food can be regularly discarded. Anything not labeled will be discarded regardless of expiration date. In general, all are responsible for keeping clean the refrigerator, coffee-machine(s), counter tops and sink.
- 6) Department-owned Vans: The Department vans are available for use for research purposes, field trips and student-organized shopping trips. Shopping trips should be organized by graduate students and all graduate students should be notified of upcoming trips to facilitate participation in these trips. All students are able to schedule the use of a van as long as it is two days ahead of time, the location is within the Upper Valley and a Dartmouth-certified driver is driving. The following policies must be followed when using the Department vans:
- Vans trips need to be scheduled two days in advance with the Department Administrator or Administrative Assistant. Copy Ed Meyer on all van-related emails.
  - Van use for courses and research will be prioritized (all three vans are commonly in use by EARS 1 during the week in spring term).
  - Drivers need to be van certified by Dartmouth College. Here is the link to apply for van certification:  
[https://www.dartmouth.edu/transportation/driver\\_safety\\_program/approval\\_process/index.php](https://www.dartmouth.edu/transportation/driver_safety_program/approval_process/index.php)
  - The vans have a higher center of gravity and more of a propensity to roll over. Drivers need to reduce speed and avoid abrupt maneuvers to mitigate these risks.
  - Vans should be backed into parking spots because there are significant blind spots when backing vans out of parking spots.
  - Users will be responsible for removing all snow from the van (including from the roof which requires using a ladder).
  - Vans should be filled with gas if the tank is below half using gas cards located in envelopes in the vans.

**In addition, we request that the following policies be strictly upheld:**

- 1) To assure the privacy of academic records and for legal protection, and to guard against theft and/or use of our facilities by unauthorized people from outside the Department, **all administrative offices and Room 216 are to be locked and off-limits after normal office hours.** Everyone is responsible for fulfilling this policy.

- 2) **Sleeping overnight in the Department is in violation of rules and policies** set by our College insurers. Campus police patrol the Department at night and will request that those present leave the building unless legitimate work is being undertaken.
- 3) **Please exercise a sense of professional decorum, common courtesy, and common sense** in one's day-to-day residency of the Department. Issues that have come up in the past prompt us to request specifically that musical instruments or radios be played only in personal offices with the door closed and the volume turned low. Bicycles or pets may be kept in one's office only if they do not interfere with anybody's well-being (such as allergies, fear of dogs, etc.) or ability to work (e.g., excessive barking, etc.).

## 9) Departmental seminars

In addition to requirements associated with a student's TA and RA responsibilities, **all** graduate students are expected to contribute to the intellectual life of the Department. Such contributions include participation in our Departmental seminars, as follows:

- 1) **Departmental research seminars**: Typically, once a week during the academic year, the EARS faculty host a Departmental Seminar during which visitors or Dartmouth faculty present aspects of their current, ongoing research. Departmental faculty regularly use these occasions to recruit and screen candidates for positions within the Department. These seminars are excellent opportunities for all graduate students to keep current with state-of-the-art research, and to reflect on the art of successful scientific communication (sooner or later we all must give such talks!). Additionally, engaged turnout for such events, of course, reflects well on the Department. All graduate students are required to attend these seminars as part of their professional training.
- 2) **Geolunch**: Graduate students are responsible for organizing and hosting "Geolunch" – an hour-long seminar that typically occurs during Tuesday lunchtimes. Geolunch seminars are given primarily by EARS faculty, research scientists and graduate students, but associated faculty, visitors and undergraduate students may also present. This is an informal setting where people bring and eat lunch and the Department commonly supplies pizza. Typical seminars report on ongoing research projects but can include topics such as past research projects, future research proposals, plans and ideas, teaching strategies and experiences, and career experiences.

Each graduate student, while in residence, is expected to present a Geolunch seminar once each year. Graduate students are encouraged to plan an appropriate time for their Geolunch seminar during an academic year when they will have additional Departmental presentations (i.e., the M.S. thesis defense, Ph.D. summer



research defense, and Ph.D. thesis defense), so as to space out these different presentations.

## **10) The Morse Fund**

Generous alumni have established the Morse Fund in honor of Grace & Roger Morse, two former, long-serving and beloved members of our administrative staff. The Fund is designed to support the study of Earth Sciences. Specifically, the fund will be used for purposes proposed by undergraduate and graduate students, subject to College policy and approval by the Earth Sciences Department Chair, to support and improve the educational experience and learning environment available to the students. Uses could include, for example, funding a field trip, buying equipment for the student computer lab, or supporting items or events that foster both social and intellectual interaction among all members of the Earth Science community. A committee of three students, each elected by one of three constituencies on their own initiative, undergraduate declared majors and minors, M.S. candidates, and Ph.D. candidates, will decide on the use of the Morse Fund each year. Additional information about the Morse fund can be viewed online.

## **11) Student-run field trips**

The Departmental faculty recognize that the mind is enriched by field experiences. Graduate students occasionally organize such trips and seek Departmental support. To earn this support, a field trip must be approved by the faculty at large, and approval is provided only if the following can be demonstrated in a well-crafted 3-5-page proposal prepared by the graduate students. The field trip must:

- 1) provide meritorious scientific content, including a well-designed field guide;
- 2) have a well-designed, comprehensive and reasonable budget;
- 3) invite participation of all members of the EARS Department (undergraduates and faculty as well as graduate students);
- 4) be scheduled and limited in duration in consideration of our Departmental mission, namely, balanced success in teaching and high-quality and productive scholarship and research.

In addition, the faculty expect that:

- 5) field guides will be made available to them;
- 6) the project will include a post-trip, oral presentation reporting on the expedition to the Department during a Geolunch as soon as is convenient.



When a proposed graduate fieldtrip earns faculty approval, the Department will typically cover expenses associated with acquisition of maps, preparation and printing of field guides, lodging, approved forms of ground transportation, and up to 60 percent of group-travel airfare booked with Travel Leaders. The Department may cover other costs on a case-by-case basis but does not cover food expenses.

## 12) Selected logistical issues

- 1) **Housing:** Housing in Hanover and near Dartmouth is limited, so early action in finding and securing suitable accommodation is recommended to all.
  - i) The College leases a limited number of apartments to first-year graduate students. Inquiries about these apartments should be addressed to Mr. Gary Hutchins, Guarini School of Graduate and Advanced Studies, Dartmouth College, Hanover, NH 03755.
  - ii) Graduate students have access on a first-come/first-served basis to apartments in SACHEM Village, a College-owned housing complex located about 1.5 miles south of the Dartmouth Green. This is a family-friendly and pet-friendly housing community and neighborhood with quiet streets, playgrounds, and access to hiking trails. Inquiries should be addressed to the Office of Rental Housing, 7 Lebanon Street, Hanover, NH 03755.
  - iii) Many EARS graduate students have, by preference or necessity (as availability of College housing is not assured), found suitable accommodations elsewhere in the surrounding region. The Office of Rental Housing has a computer listing of private rentals. This listing can be accessed online.
- 2) **Travel:** Interstate Highways 89 and 91 meet at White River Junction (WRJ), VT, located 5 miles south of Hanover. **Vermont Transit** offers bus service between WRJ and Manchester Airport, Boston and New York City. **The Dartmouth Coach** (no College affiliation) operates several trips each day between Hanover (stop located in front of the HOP), Lebanon, Sunapee, and Boston with stops at Boston's South Station and Logan Airport. Dartmouth Coach also offers daily service to New York City. Current information regarding Dartmouth Coach schedules and fares can be found online. **Amtrak** provides daily passenger service aboard the 'Vermont' from Washington, D.C., Philadelphia, New York, and intermediate points to WRJ. Information regarding train schedules and fares can be found online. The **Lebanon Airport** has service to and from Boston via Cape air. Taxi service is available to WRJ and Lebanon. Ride-share services such as Lyft and Uber are sparse in the area.
- 3) **Parking:** Availability of parking in central locations around campus is limited, and regulations are strictly enforced. There is ample parking in large communal lots within a 15-minute walk from the Department. Parking anywhere on campus

requires registration of one's vehicle with the College. Additional information can be reviewed online.

### 13) Health and life insurance

- 1) **Health insurance:** Students are required to have health insurance. Upon enrollment at Dartmouth each student will automatically be billed for individual coverage under the Dartmouth Student Group Health Insurance Plan. Dartmouth will then credit the student's account for the amount of a single coverage. If a student can prove that other adequate coverage is in hand (i.e., provided on parent's or spouse's plan), then coverage under the Dartmouth Student Group Health Insurance Plan will be waived. Coverage of a spouse and/or child is not automatically included in the Dartmouth Plan; however, health coverage for one's spouse and/or children is available through the Dartmouth Plan at additional expense. Further information and rates for the Dartmouth Group Health Insurance Plan can be found online.
- 2) **Life insurance:** All graduate students should be aware that **students are not covered by any form of life insurance underwritten by the College.** This is the case even though students may conduct field research or instruct in the field under the direction of the Dartmouth faculty.

### 14) In the event of an injury

In the event of serious injury, call 911. Report the injury to the Departmental Administrator and the Guarini School as soon as possible.

### 15) Employment outside the Department of Earth Sciences

The policy for compensated work outside of the EARS Department is governed by the Guarini School and articulated as follows:

(see <https://graduate.dartmouth.edu/policy/employment-policy>):

Graduate students who are fully supported (a full tuition scholarship and a full stipend) cannot normally receive additional payment from Dartmouth College for services rendered and cannot normally accept employment outside the College while enrolled. Exceptions may be granted in cases of unique academic or professional benefit or documented financial hardship. Any exception will normally not exceed 8 hours per week and must have the written approval of the graduate student's advisor, Department Chair or Graduate Program Committee, and the Dean of the Guarini School.

EARS graduate students who wish to apply for an exception to the policy due to financial hardship or professional benefit are encouraged to discuss the situation with their advisor, graduate coordinator, and/or graduate liaison early in the process. Pursuing such opportunities should be considered in the context of one's teaching duties and the demands of one's academic goals.

## 16) International students

- 1) **The Office of Visa and Immigration Services (OVIS)** is the first place to go for services and programs for the more than 1,050 international students, faculty, and scholars who study and work at the College. Additional information can be reviewed online.
- 2) **International student programs:** The Office of Pluralism & Leadership (OPAL) is an umbrella organization for programs designed to help international students adjust to life in the US. Such programs include orientation sessions, an International Friendship Family Program, an International Student Mentor Program, an English Conversation Group, among other experiences. Additional information and links to many programs can be reviewed online.
- 3) **Support for those for whom English is a Second Language (ESL):** An ESL program is run by the Rassias Foundation (<http://rassias.dartmouth.edu/>) for incoming graduate students. This brief program focuses on grammar and pronunciation. RWIT, Dartmouth's Peer Writing Center has programming for graduate students and more information can be found online.

Judith Hertog (Judith.Hertog@dartmouth.edu), a Writing Program ESL Specialist with the Institute of Writing & Rhetoric, provides free English-language assistance to international graduate students. Hertog's primary emphasis is on writing, and she offers two key services in this regard: free private consultation, and weekly study meetings. Students can meet with her to get feedback on papers they are preparing to submit, to practice oral presentations, or to consult with her about other ESL-related matters. Additional information can be reviewed online.