

**Oklahoma State University**

**Department of Zoology**

# **Graduate Student Handbook**

***The Top 10 Topics Every Graduate Student should  
know to survive the Department of Zoology!***

## Table of Contents

|   |                                     |
|---|-------------------------------------|
| <b>I. Who's Who in the Department of Zoology .....</b>                            | <b>5</b>                            |
| A. <i>Faculty</i> .....   | 5                                   |
| B. <i>Staff</i> .....   | 5                                   |
| C. <i>Traditions &amp; Trivia</i> .....   | 5                                   |
| <b>II. Degree Requirements/Coursework .....</b>                                   | <b>6</b>                            |
| A. <i>M.S. degrees</i> .....  | 6                                   |
| C. <i>Plan of study</i> .....   | 6                                   |
| D. <i>Courses</i> .....   | 6                                   |
| 1. <i>Zoology Graduate Courses</i> .....  | 6                                   |
| E. <i>Registering for Classes</i> .....   | 7                                   |
| F. <i>Academic Misconduct/Dishonesty</i> .....                                    | 7                                   |
| <b>III. Your Research.....</b>  | <b>Error! Bookmark not defined.</b> |
| A. <i>Graduate Committee</i> .....  | 8                                   |
| 1. <i>M.S. students</i> .....   | 8                                   |
| 2. <i>Ph.D. Students</i> .....  | 8                                   |
| 3. <i>What if I have a major conflict with one of my committee members?</i> ..... | 8                                   |
| B. <i>Research Proposal</i> .....   | 9                                   |
| 1. <i>Masters Requirement</i> .....   | 9                                   |
| 2. <i>Dissertation Requirement</i> .....  | 10                                  |
| C. <i>Comprehensive Exams for Ph.D. Candidates</i> .....                          | 11                                  |
| D. <i>Defense</i> .....   | 12                                  |
| E. <i>Thesis/Dissertation</i> .....   | 12                                  |
| F. <i>Deadlines</i> .....   | 12                                  |
| <b>IV. Now that I am here, how do I pay for it? .....</b>                         | <b>12</b>                           |
| A. <i>Teaching Assistantships</i> .....   | 12                                  |
| 1. <i>Pay Scale</i> .....   | 12                                  |
| 2. <i>Requirements</i> .....  | 13                                  |
| 3. <i>Insurance</i> .....   | 13                                  |
| B. <i>Research Assistantships</i> .....   | 13                                  |
| C. <i>Tuition Waivers</i> .....   | 13                                  |
| 1. <i>Out-of-State</i> .....  | 13                                  |
| 2. <i>In-State</i> .....  | 14                                  |
| GA and TA Domestic Tuition Waiver .....   | 15                                  |
| D. <i>Financial Aid</i> .....   | 15                                  |
| <b>V. Organizations .....</b>   | <b>15</b>                           |
| A. <i>ZoGSS</i> .....   | 15                                  |
| 1. <i>What is ZoGSS?</i> .....  | 16                                  |
| 2. <i>Who is in ZoGSS?</i> .....  | 16                                  |
| 3. <i>Who does what?</i> .....  | 16                                  |

|  |                              |
|--|------------------------------|
| 4. <i>When do we meet?</i> .....   | 16                           |
| D. <b>GPSGA</b> .....  | 16                           |
| 1. <i>What is GPSGA?</i> .....   | 16                           |
| 2. <i>Who is in GPSGA?</i> .....   | 17                           |
| <b>VI. Seminars</b> .....  | 17                           |
| A. <i>Lunchtime</i> .....  | 17                           |
| B. <i>Departmental</i> .....   | 17                           |
| <b>VII. Funding, Awards, and Recognition</b> .....                             | 18                           |
| A. <i>Departmental Awards</i> .....  | 18                           |
| 1. <i>The Wilhm Zoology Teaching Assistantship Award</i> .....                 | 18                           |
| 2. <i>Outstanding Graduate Student Awards</i> .....                            | 18                           |
| B. <i>University Awards</i> .....  | 18                           |
| 1. <i>Robberson Summer Research Fellowship</i> .....                           | 18                           |
| 2. <i>Nancy Randolph Davis Graduate Student Scholarship</i> .....              | 19                           |
| 3. <i>Phoenix Award</i> .....  | 19                           |
| C. <i>Creative Activities</i> .....  | 20                           |
| <b>VIII. Scientific Meetings</b> .....   | 20                           |
| A. <i>Commonly attended meetings</i> .....                                     | 20                           |
| B. <i>Travel Funds</i> .....   | 20                           |
| 1. <i>Zoology Department</i> .....   | 20                           |
| 2. <i>GPSGA</i> .....  | 21                           |
| <b>IX. How do I? Where do I?</b> .....   | 21                           |
| A. <i>Bookstores</i> .....   | 22                           |
| B. <i>Carts/Laptops/Equipment</i> .....  | 22                           |
| C. <i>Collecting Permits</i> .....   | 22                           |
| D. <i>Collection of Vertebrates</i> .....                                      | 23                           |
| E. <i>Computer Lab</i> .....   | 23                           |
| F. <i>Connecting to the Printers in the Computer Lab and Main Office</i> ..... | 23                           |
| G. <i>Cooperative Fish and Wildlife Unit</i> .....                             | 24                           |
| H. <i>Copier/Fax Machine</i> .....   | 24                           |
| I. <i>Ecotoxicology and Water Quality Research Laboratory</i> .....            | Error! Bookmark not defined. |
| J. <i>Email</i> .....  | 24                           |
| K. <i>IT Help Desk</i> .....   | 25                           |
| L. <i>Keys</i> .....   | 25                           |
| M. <i>Library</i> .....  | 25                           |
| N. <i>Mailboxes</i> .....  | 25                           |
| O. <i>Office Space</i> .....   | 26                           |
| P. <i>Office Supplies</i> .....  | 26                           |
| Q. <i>P-cards</i> .....  | 26                           |

|  |                                     |
|--|-------------------------------------|
| <i>R. Parking Permits</i> .....          | 26                                  |
| <i>S. Printing Posters</i> .....         | 26                                  |
| <i>T. Room reservations</i> .....        | 27                                  |
| <i>U. Student ID</i> .....               | 27                                  |
| <i>V Toastmasters</i> .....              | 27                                  |
| <b>X. The Fun Stuff</b> .....            | <b>28</b>                           |
| <i>A. All Sports Ticket</i> .....        | 28                                  |
| <i>B. Colvin Recreation Center</i> ..... | 28                                  |
| <i>C. Cultural Activities</i> .....      | 29                                  |
| 1. <i>Allied Arts</i> .....              | 29                                  |
| 2. <i>OSU Theatre</i> .....              | 29                                  |
| 3. <i>Town and Gown Theatre</i> .....    | 29                                  |
| <i>D. Daily O'Collegian</i> .....        | 29                                  |
| <i>E. Dining Options</i> .....           | 29                                  |
| <i>F. Intramural Sports</i> .....        | 30                                  |
| <i>G. Orange Peel</i> .....              | <i>Error! Bookmark not defined.</i> |
| <i>H. Social Outings</i> .....           | 30                                  |
| <i>I. SUAB</i> .....                     | 30                                  |

## I. Who's Who in the Department of Zoology

### A. **Faculty**

A list of current faculty members can be found on the Zoology Department website:  
<http://zoology.okstate.edu/index.php/faculty>

### B. **Staff**

A list of current staff members can be found on the Zoology Department website:  
<http://zoology.okstate.edu/index.php/staff>

### C. **Graduate Students**

A list of current graduate students can be found on the Zoology Department website:  
<http://zoology.okstate.edu/index.php/graduate-students-a-postdocs>

Each student is eligible to have a profile listed on the Departmental website. Check with the Zoology Graduate Student Society (ZoGSS) officers about submitting your information.

### D. **Traditions & Trivia**

- Oklahoma Agricultural & Mechanical College became Oklahoma State University in 1957.
- The real Pistol Pete was Frank Eaton, a U.S. marshal from Perkins, OK.
- Orange and black are OSU's colors because the first athletic teams were called the "Tigers" - after the Princeton Tigers.
- The OSU Spirit Rider tradition began in 1983.
- An OSU graduate invented the personal computer.
- More than 90 generals and admirals have graduated from OSU's Army and Air Force ROTC programs.
- OSU's Homecoming celebration is nationally recognized as one of the biggest and best in the nation.
- An OSU researcher invented the parking meter.
- OSU is a member of the NCAA and competes in the prestigious Big 12 Conference.
- OSU is the home of 45 NCAA championships plus one national championship in women's equestrian. More than 140 OSU athletes have been crowned individual national champions.
- OSU's Pistol Pete is one of the most recognizable mascots in collegiate sports.
- OSU's Residential Life programs have won more national awards for student programming, including school of the year three times, than any other residential life program in the nation.
- Oklahoma State is such a great place that ESPN chose the campus for the debut of the network's new 24-hour college sports network called ESPNU. The new network debuted in March with a two-hour live special edition *ESPNU College GameDay* and a pep rally and free concert in Gallagher-Iba Arena.

## II. Degree Requirements/Coursework

### A. **M.S. degrees**

A list of requirements to complete an M.S. degree can be found on the Zoology Department website: <http://zoology.okstate.edu/index.php/ms-in-zoology>

### B. **Ph.D. degrees**

A list of requirements for completion of a Ph.D. can be found on the Zoology Department website: <http://zoology.okstate.edu/index.php/phd-in-zoology>

### C. **Plan of study**

All students are required to submit a committee approved plan of study to the Graduate College by the end of the second enrolled semester. The Plan of Study form can be downloaded from the Graduate College at:

(<http://gradcollege.okstate.edu/download/plansforms.htm>).

Students can enroll in courses both in and out of the Department of Zoology. Below are listings for courses offered through several relevant departments

### D. **Courses**

#### 1. *Zoology Courses*

For a complete description of the courses in the Department of Zoology, visit this site: <http://zoology.okstate.edu/index.php/course-offerings>

#### 2. *Natural Resource Ecology and Management Courses*

<http://nrem.okstate.edu/courses.html>

#### 3. *Biochemistry and Molecular Biology courses*

<http://biochemistry.okstate.edu/graduate-program/Courses>

#### 4. *Botany courses*

<http://botanycourses.okstate.edu/>

#### 5. *Entomology and Plant Pathology courses*

<http://entopl.okstate.edu/pdf/course-list.pdf>

6. *Animal Science courses*

<http://www.ansi.okstate.edu/ansi-course-listings>

7. *Geography courses*

[http://www.geog.okstate.edu/index.php?option=com\\_content&task=view&id=24&Itemid=38](http://www.geog.okstate.edu/index.php?option=com_content&task=view&id=24&Itemid=38)

8. *Geology courses*

[http://geology.okstate.edu/index.php?option=com\\_content&task=view&id=30](http://geology.okstate.edu/index.php?option=com_content&task=view&id=30)

9. *Plant and Soil Sciences courses*

<http://pss.okstate.edu/student-information-center/Courses>

10. *Statistics courses*

<http://statistics.okstate.edu>

## **E. Registering for Classes**

All students at Oklahoma State University can see available courses and register for classes using the Student Information System or SIS (<http://prodosu.okstate.edu/>). Tuition and fees are automatically billed to your Bursar account. Your Bursar balance can also be viewed on SIS. To log into SIS and many other university systems you must have your O-Key user name and password. You can sign up here (<http://okey.okstate.edu>).

## **F. Academic Misconduct/Dishonesty**

Although it is not typically a problem in graduate studies, Oklahoma State University has a strict policy regarding Academic Misconduct and Dishonesty. These apply to you as a student and can be applied by you (at the discretion of your supervising professor) as a Teaching Assistant. The official University policy and procedures can be read here ([http://www.okstate.edu/osu\\_policies/2-0822.html](http://www.okstate.edu/osu_policies/2-0822.html)).

## **III. Your Research**

Students conduct a wide diversity of research in the Department of Zoology at Oklahoma State University. While many of the decisions regarding your research are made with your advisor and graduate committee there are departmental requirements that all students must meet to stay in

good standing in the program. Requirements for graduate students are subject to change and can be reviewed in the Policy and Procedures Manual at:

<http://zoology.okstate.edu/index.php/home>

#### **A. Advisory Committee**

1. *M.S. students:* Before 9 months in residence, students must select an Advisory Committee. For students who enter the program during the summer, this 9-month duration starts in August with the beginning of the fall semester. For all other students this 9-month duration starts the first day of the semester in August or January, depending on when the student first started the program. Advisory Committees for M.S. students must consist of at least three members of the Graduate Faculty with at least one, the major advisor, from the Department. An adjunct faculty member in the Department can count as a Departmental member.

2. *Ph.D. Students:* Same time frame as above. Doctoral student Advisory Committees must consist of at least four members of the Graduate Faculty with a minimum of one member, the major advisor, from the Department and one member from outside the Department. An adjunct faculty member in the Department can count as a Departmental member.

3. *Scheduled meetings:* All graduate students will meet with their Advisory Committee at least once a year until completion of the degree. Upon completion of the meeting, the major advisor will draft a letter that: summarizes the student's overall progress, lists significant achievements for the evaluation period (publications, presentations, grants) indicates important milestones for the upcoming year (e.g., comprehensive exams, graduation), and highlights potential problems/deficiencies that may delay awarding the degree. The advisor will provide a copy of this letter to the student for review before a final copy is placed in the student's graduate folder.

#### *4. What if I have a major conflict with one of my committee members?*

If you have a conflict with one of your committee members, you should first contact your advisor. If the conflict happens to be with your advisor, you should speak to your committee members. If you feel that the conflict is continuing arrange to speak with the head of the Graduate Committee. This individual is a faculty member who serves in this role on a rotating basis. They can assist you with conflicts or grievances. If your advisor is currently serving as head of the graduate committee speak with the Department Head. More information about the grievance policy is located in the P & P manual.



## **B. Plan of Study**

Before 9 months in residence, M.S. and Ph.D. students must meet with their Advisory Committee to review the student's transcripts and discuss biological principles to diagnose weaknesses and complete the Plan of Study. For students who enter the program during the summer, this 9-month duration starts in August with the beginning of the fall semester. For all other students this 9-month duration starts the first day of the semester in August or January, depending on when the student first started the program. A copy of the signed Plan of Study (a copy of the original that is submitted to the Graduate College) is to be placed in the student's graduate folder before 9 months in residence. For students who enter the program during the summer, this 9-month duration starts in August with the beginning of the fall semester. For all other students this 9-month duration starts the first day of the semester in August or January, depending on when the student first started the program.

## **C. Research Proposal**

### *1. Masters Requirement*

A project proposal must be presented to the Advisory Committee for approval within the first 12 months in residence. The proposal should contain at least the following sections:

1. Problem and Objectives
2. Literature Review
3. Justification
4. Materials and Methods
5. Time Schedule
6. Literature Cited

The completed proposal with a departmental cover page signed by each member of the Advisory Committee must be submitted to the Department Head within 12 months of beginning the M.S. degree. This cover page can be found here: <http://zoology.okstate.edu/index.php/important-forms>. Failure to meet this requirement can lead to probation or termination by the graduate committee upon annual review.

**Report Requirement:** A formal proposal is not required for the report option, but the Advisory Committee must approve an outline of the report within the first two semesters of beginning the M.S. degree and this approved outline placed in the student's graduate file. The final report is reviewed and approved by the Advisory Committee and the Graduate College and subjected to the same format requirements and deadlines as a thesis.

## *2. Dissertation Requirement*

Students must complete an original research project that is worthy of publication in a refereed journal. A project proposal must be presented to the Advisory Committee for approval within the first 18 months of residence. The proposal should contain at least the following sections:

1. Problem and Objectives
2. Literature Review
3. Justification
4. Materials and Methods
5. Time Schedule
6. Literature Cited

The completed proposal with a Departmental cover page signed by each member of the Advisory Committee must be submitted to the Department Head within 18 months of beginning the Ph.D. degree. If the proposal is not submitted within 18 months of beginning the degree, a meeting of the Advisory Committee must be held to discuss research progress and failure to meet this requirement. Note that assistantships are only offered to students making sufficient progress. The cover page can be found here: <http://zoology.okstate.edu/index.php/important-forms>

## **D. Annual Review of Graduate Folders**

The Graduate Committee will review the folders of all graduate students who entered in the summer or fall and have been in residence for at least 12 months by 15 September of each year. Folders of those students who entered in January (and who have been in residence for at least 12 months) will be reviewed by February 15 each year. Folders will be assessed each year and given either a compliant or non-compliant rating based on the criteria outlined below. Students and their advisors will be notified of their non-compliant status (and the reasons for it) and students will be given 3 months to resolve any/all deficiencies that caused the non-compliance.

a. Determination of non-compliant status. The Graduate Coordinator will track new students' progress with respect to the deadlines for the (1) Plan of Study, (2) completion of the Research Proposal, and (3) summary letter from major advisor following annual meeting of Advisory Committee. The Graduate Coordinator will also track continuing doctoral students' progress with respect to the deadlines for completion of the comprehensive exam. Students failing to meet any of these deadlines will receive a non-compliant rating.

b. Consequences of non-compliant status. (1) Non-compliant students are ineligible to receive College of Arts & Sciences Research Enhancement Awards. Receipt of these awards will be terminated immediately; once lost, these awards

are not renewable. (2) Non-compliant students are ineligible for any award or research grant through the department, college or university.

c. Once the missing document or deficiency is corrected, the student will be returned to compliance. This must occur within the 3-month probationary period.

d. Failure to meet the 3-month probationary deadline will result in a recommendation from the Graduate Committee to the Head of Zoology for termination from the Zoology Graduate Program.

#### **E. Comprehensive Exams for Ph.D. Candidates**

Doctoral students must schedule and take the comprehensive exam (both written and oral portions) within 36 months of enrollment in the graduate program. For students who enter the program during the summer, this 36-month duration starts in August with the beginning of the fall semester. For all other students this 36-month duration starts the first day of the semester in August or January, depending on when the student first started the program. See Review of graduate student folders for consequences of missing this deadline. The comprehensive exam will be administered by the student's advisory committee and will cover general biological principles as well as the specific research area of the student. Students must demonstrate comprehension of the fundamental principles of evolution and knowledge of the diversity of evidence that supports this unifying theory for the life sciences, and be able to articulate the integrative nature of biological organization. The written portion must be taken and passed before the oral portion can be given. The oral portion should be taken within two weeks of passing the written portion. The doctoral student either passes or fails the written and oral portions as a whole and as the majority of the advisory committee decides. Results of the exam are reported on the departmental "Results of Doctoral Comprehensive Exam" form, with signatures of all members of the student's advisory committee, and placed into the graduate student's folder. All members of the advisory committee should also anonymously complete the form for Graduate Assessment Rubric 1 and submit it to the departmental assistant immediately after the comprehensive exam. Students are allowed two opportunities to pass the comprehensive exam. The second attempt may be scheduled no earlier than four months after the first and must be successfully passed within eight months after a failure.

#### **F. Admission to Doctoral Candidacy**

Approval of the completed Plan of Study and Research Proposal by the Student's Graduate Advisory Committee advances the student to candidacy for the doctoral degree (student must submit the "Admission to Candidacy" form to the Graduate College and place a copy in his/her departmental folder) and the student must subsequently complete at least 10 credit hours of ZOOL 6000 before graduation

## **G. Defense**

At the end of their studies, students pursuing an M.S. or Ph.D. degree are required to present a public seminar and complete a successful defense of their research to their Advisory Committee. In their defense, M.S. students (because they do not have a comprehensive exam) will demonstrate comprehension of the fundamental principles of evolution and knowledge of the diversity of evidence that supports this unifying theory for the life sciences, and be able to articulate the integrative nature of biological organization. Students (M.S. and Ph.D.) have two opportunities to pass the final examination; a second examination may not be scheduled earlier than 2 months or later than 4 months after a failure. An assessment rubric (<http://zoology.okstate.edu/index.php/important-forms>) will be used by the Advisory Committee and anonymously submitted to the department head for assessment of graduate education in the department.

## **H. Thesis/Dissertation**

The Graduate College has a thesis/dissertation handbook that is available online (<http://gradcollege.okstate.edu/student/thesis.htm>). This Graduate College Thesis/Dissertation Handbook provides uniform standards for preliminary pages, vita, abstract, and margins of all material included in reports, theses, and dissertations which are submitted by graduate students to the Graduate Faculty of the Oklahoma State University. Throughout this handbook, "thesis" refers to report, thesis, or dissertation.

## **I. Deadlines**

Graduate college deadlines and academic calendar are posted on the Graduate College website at [http://gradcollege.okstate.edu/current\\_student/calendar.html](http://gradcollege.okstate.edu/current_student/calendar.html)

# **IV. Now that I am here, how do I pay for it??**

## **A. Teaching Assistantships**

Most of the graduate students in the Department of Zoology are paid by TAs (teaching assistantships) or RAs (research assistantships). Teaching Assistants teach labs or aid in lecture facilitation for a wide variety of undergraduate courses in the department. The responsibilities of this position vary greatly depending on the course you are assigned. Students applying to the graduate program in the Department of Zoology should submit a TA application (see Gertie Mulder).

### *1. Pay Scale*

Pay scales for one-half time teaching assistantships are as follows:

- completed B.S. degree, \$1,268.50 per month

- completed M.S. degree, \$1,437.00 per month

Appointments are for one semester or one academic year for which the assistant receives 4.5 or 9 months pay, respectively.

Effective July 1, 2005 Oklahoma State University will no longer issue paychecks. Oklahoma has mandated that all state agencies require employees to use direct deposit. See Gertie Mulder to sign up for direct deposit.

## *2. Requirements*

- a. Enrollment: Teaching assistants must be enrolled in a minimum of 6 hours in the Fall and Spring and 3 hours in the summer if they are teaching.
- b. Academics: maintain a "B" average for the semester preceding reemployment
- c. Performance: have a satisfactory performance of her/his assigned duties as determined by the supervising teacher

D. Duration: Teaching assistantships cannot be guaranteed past 2 years for M.S. students and 4 years for Ph.D. students.

## *3. Insurance*

The university supplies health insurance to students employed as TAs or RAs. Information regarding coverage can be found at <http://www.academichealthplans.com/okstate> or by contacting University Health Services (405) 744- 7665

## **B. Research Assistantships**

Professors with outside funding sources may hire graduate students as research assistants. See your major advisor to see if you qualify.

## **C. Tuition Waivers**

### *1. Out-of-State*

- a. Spouse Tuition Waiver: Spouses of non-resident students who are on departmental assistantships may receive a waiver of their out-of-state tuition if they are a graduate student. Contact the Registrar's Office, Oklahoma State University, Stillwater, OK 74078, 405-744-6866, for procedural information.

b. Strategic Non-Resident Tuition Waiver: Under-represented, non-resident, domestic graduate students who do not hold departmental assistantships are eligible for a waiver of their out-of-state tuition. Eligible applicants should contact: Head, Department of Zoology, Oklahoma State University, Stillwater, OK 74078, 405-744-5555.

c. Academic (Top 20%) Non-Resident Tuition Waiver: Incoming domestic students with a GRE, GMAT, or MAT composite score in the 80th percentile may qualify for a full waiver of their non-resident tuition. Eligible applicants should send a written request as well as a copy of their standardized test scores to the Graduate College, Oklahoma State University, Stillwater, OK 74078.

## *2. In-State*

a. Departmental Tuition Waiver: Each year the Graduate College allocates funds to the Zoology Department for use in waiving in-state tuition for domestic students. The Zoology Department is responsible for recommending graduate students eligible to receive tuition waivers. The awards are approved by the Graduate College. This tuition waiver will not be less than \$200 per year; however they are subject to available funding. To be eligible students must meet the following criteria:

- File a Free Application for Federal Student Aid (FAFSA), which can be obtained from the Financial Aid Office or online at <http://www.fafsa.ed.gov/>.
- Permanent residents of the United States
- Good academic standing with a graduate GPA of 3.0 or above
- Formally enrolled in a degree program
- Enrolled in and complete at least 6-credit hours each of the fall and spring semesters. Be enrolled in at least 3 credit hours to qualify for summer tuition waiver.

b. In-state Tuition Waiver: Each year the Dean of the Graduate College makes available funds for use by the Zoology Department as tuition waivers for incoming domestic students. These tuition waivers are for up to 21 hours of graduate course work per year. Master's students may receive the tuition waiver award for up to 2 years, and doctoral students may receive up to 3 years of tuition waivers. Interested students should contact the Head, Department of Zoology, Oklahoma State University, Stillwater, OK 74078, regarding these awards. Students must meet the following criteria:

- Permanent residents of the United States
- Good academic standing with a graduate GPA of 3.0 or above
- Formally enrolled in a degree program

- File a Free Application for Federal Student Aid (FAFSA), which can be obtained from the Financial Aid Office or online at <http://www.fafsa.ed.gov/>.
- Enrolled in and complete at least 6-credit hours each of the fall and spring semesters. Be enrolled in at least 3 credit hours to qualify for summer tuition waiver.

c. Oklahoma Tuition Assistance Grants: The Oklahoma State Regents for Higher Education administer Oklahoma Tuition Assistance Grants based on need. Eligible students must show satisfactory progress toward a degree, must demonstrate need by successful completion of the Free Application for Federal Student Aid (FAFSA) forms annually, and be enrolled in 6 hours fall and spring and 3 hours summer semester. This packet is available from the Office of Financial Aid, 119 Student Union, Oklahoma State University, Stillwater, OK 74078, 405-744-6604. Priority deadline is April 30th for consideration for the subsequent fall semester.

d. GA and TA Domestic Tuition Waiver: The Graduate College is pleased to announce that tuition scholarships equal to 3 hours of resident tuition will be available for each Fall and Spring semester, effective Fall 2005. These scholarships are in addition to the waiver of non-resident tuition for all graduate assistants employed at least 0.25 FTE. Fees remain the responsibility of the student. Only Graduate Teaching Assistants (GTAs) and Graduate Research Assistants (GRAs) employed at least 0.25 FTE (10 hours per week) are eligible for these tuition scholarships. GTA/GRAs employed at a level lower than this, or those identified as other than GTAs or GRAs, are not eligible. (Availability of these scholarships for the Summer 2006 term will depend on the availability of funds.) These tuition scholarships should be treated as a fringe benefit associated with a stipendiary position.

#### **D. Financial Aid**

Even with out-of-state tuition waivers some students find it necessary to take out student loans to help defray expenses. The Office of Scholarships and Financial Aid is located in 119 Student Union. Financial Aid counselors are available from 8 am to 5 pm Monday – Friday and can be reached at (405)744-6604 or [finaid@okstate.edu](mailto:finaid@okstate.edu). Information regarding application for financial aid can be found on their web page <http://www.okstate.edu/finaid/>. If you have applied for student loans before and just need to fill out a FAFSA (Free Application for Federal Student Aid) you can do that at <http://www.fafsa.ed.gov/>.

### **V. Organizations**

#### **A. ZoGSS**

1. *What is ZoGSS?* The **Zoology Graduate Student Society** serves as the representative organization and voice of the graduate student body of the Department of Zoology (<http://zoology.okstate.edu>) at Oklahoma State University (<http://www.okstate.edu>). ZoGSS provides opportunities for professional development and interactions necessary for the development of graduate students in the Department of Zoology.

2. *Who is in ZoGSS?* **YOU** are! All graduate students in the Department of Zoology are eligible to become a member of ZoGSS with the payment of dues, are requested to attend all ZoGSS meetings, and have full voting privileges. Also, for the \$10 dues fee, members receive benefits including but not limited to thesis binding, trips, cookouts and meeting refreshments.

3. *Who does what?*

a. ZoGSS Officers for 2011-2012

President: Reid Morehouse ([reid.morehouse@okstate.edu](mailto:reid.morehouse@okstate.edu))

Vice President: Dana Lee

Secretary: Shella Swain

Treasurer: David Haines

b. ZoGSS is represented in the GPSGA (Graduate and Professional Student Government Association; (<http://gpsga.okstate.edu>) by two members:

Blake Steverson

Emily Hooser

c. ZoGSS has three student representatives that sit on the Faculty Council in the Department of Zoology:

Justin Lack

Matt Anderson

Alisha Powell

d. Dr. Michi Tobler ([michi.tobler@okstate.edu](mailto:michi.tobler@okstate.edu)) serves as our faculty advisor.

4. *When do we meet?* ZoGSS meets periodically throughout the semester at a time convenient to a majority of the membership. Communication is also made via the departmental listserv to relay any important votes or events.

## **B. GPSGA**

1. *What is GPSGA?* The Graduate and Professional Student Government Association serves as the representative voice of the graduate student body at



Oklahoma State University. It seeks to participate in making of decisions and policies that affect graduate student interests. In attempting to improve all aspects of graduate education and graduate student life at Oklahoma State University, GPSGA will consider any matter aspects that affect graduate students. Their website is <http://gpsga.okstate.edu>.

2. *Who is in GPSGA?* You are! All graduate students on all Oklahoma State University campuses are members of GPSGA. There are two representatives elected by ZoGSS members who attend all GPSGA representative meetings, which take place every other Tuesday throughout the semester. These representatives report back to ZoGSS on any important matters brought up by GPSGA. Please see these representatives if you want to voice your opinion on any matter that affects graduate students here at OSU. The representatives for 2011-2012 are Blake Stevison and Emily Hooser.

## VI. Seminars

### A. **Lunchtime**

Lunchtime seminars are set up by a member of ZoGSS. This person chooses the day and time that fits into most of the graduate students' schedules, which typically has been on Mondays at 12:30. This person searches for volunteers to take up a time slot each week for the entire semester. This is a great time to practice presentations that you have prepared for professional meetings.

### B. **Departmental**

Departmental seminars are set up by a committee of faculty members. They are given by researchers outside of Oklahoma State University. They take place on Friday afternoons at 3:30 in Room 103 LSW. A list of the seminars is available on the zoology website (<http://zoology.okstate.edu>) and is usually distributed via the department listserv at the beginning of each semester.

## VII. Funding, Awards, and Recognition

### A. Departmental Awards

1. *The Wilhm Zoology Teaching Assistantship Award*: This award is given to a masters and doctoral student who is majoring in Zoology or Wildlife and Fisheries Ecology, is a graduate teaching assistant, and is in their first 2 (M.S.) or 3 (Ph.D.) years of enrollment. Students must apply for this award.

2. *Outstanding Graduate Student Awards*: Each year the Department of Zoology offers an award to its outstanding M.S. and Ph.D. graduate students. These awards acknowledge those students who have excelled in scholarship, research, and service during their graduate program at OSU. Each recipient will receive a cash award and a plaque; and their name will be added to the plaque of past recipients located in the departmental office. This award is by faculty nomination.

3. *S.L. "Bud" Burks Memorial Graduate Research Award*

4. *Waters Grant-In-Aid of Research Award*

5. *Bollinger Field Research Grant*

6. *Graduate Travel Grant*

7. *Bryan P. Glass Graduate Scholarship*

In each case, each application will be evaluated by the Graduate Committee of the Department of Zoology. Final decisions will be made by the committee based on the application package. Awards will be presented to each recipient at the Zoology Department Annual Awards Banquet.

Watch your mailbox and signs in LSW during the spring semester to apply for these awards!

### B. University Awards

The Graduate College offers two fellowships for which graduate students can apply.

1. *Robberson Summer Research Fellowship* provides twelve \$2,000 fellowships for continuing graduate students who are actively involved in their thesis or dissertation research. The applications are judged by a panel of graduate faculty from various departments and are open to all fields of study. Applications are due in mid-May and awards are announced at the beginning of the summer session. Criteria considered are:

- Brief research proposal
- Letters of support from advisor and department head
- U.S. Citizenship
- Participation in University Activities
- Academic performance
- Summer enrollment in at least 3 credit hours

2. *Nancy Randolph Davis Graduate Student Scholarship* is a \$1,000 non-renewable scholarship. Applications are due in mid-May and award is granted in two installments (\$500 fall and spring). The award is based on the following criteria:

- U.S. Citizenship
- Full-time enrollment
- Graduate GPA > 3.0 (New graduate students must have an undergraduate GPA that permitted admission)
- Admission to a degree program (special students are not eligible)
- Evidence of academic achievement (paper/poster presentations, published/submitted articles, research involvement, etc.)
- Leadership activities
- Exemplary achievement in collegiate academic studies and/or exceptional talent in creative and performing arts.

3. *Phoenix Award* is an award given by the Graduate and Professional Student Government Association each spring. They select an outstanding master's student, doctoral student, and faculty member to receive their highest honor. The Phoenix Award recognizes exemplary achievement in scholarship, leadership, professional involvement, and university and community service. The student award winners each receive a \$500 monetary award from the GPSGA and the Graduate College, and all winners have their names engraved on the Phoenix Awards plaque located outside the Graduate College offices in Whitehurst Hall.

Applicants should submit a curriculum vitae/resume and three letters of nomination/recommendation highlighting the nominee's achievements and qualifications for the award. Previous Phoenix Award winners are not eligible. Nominations may be initiated by any faculty member, administrator, or graduate student.

The GPSGA Phoenix Awards Committee will review the nomination packages, conduct interviews of three finalists for each award, and select the winners. A reception honoring the Phoenix Award winners and finalists will be held in April.

The Graduate College will release specific application information on both awards in the Spring. Watch the bulletin boards and your mailbox!

### C. Creative Activities.

A list of Creative Activities is compiled by the Zoology Department and circulated via e-mail each month. This list includes information on paper and poster presentations, publications, grants submitted or received, and other miscellaneous professional activities completed by students and faculty in the department. Information can be submitted via e-mail using the template that Marsha attaches to the CA e-mail each month. The monthly e-mail allows us to keep up with the activities of our colleagues, but is also available for the College of Arts and Sciences and other university departments to see the level of scholarship and activity in our department.

## VIII. Scientific Meetings

### A. **Commonly attended meetings** (All societies that are underlined are hyperlinked.)

[American Fisheries Society](#) (including state chapter, regional division, and national meetings)

[American Ornithological Union](#)

[American Society of Ichthyologists and Herpetologists](#)

[American Society of Mammalogists](#)

[Animal Behavior Society](#)

[Desert Fishes Council](#)

[Ecological Society of America](#)

JIMH – Joint International Meetings of ASIH, AES, HL and SSAR

North American Bat Research Conference

[North American Benthological Society](#) (stream ecology)

[Oklahoma Academy of Science](#)

[Research Analysis Network for Neotropical Amphibians](#)

[Society for the Study of Amphibians and Reptiles](#)

[Society of Environmental Toxicology and Chemistry](#) (International, Ozark-Prairie Chapter and Southwest Chapter)

[Society of Integrative and Comparative Biology](#)

[Society of Conservation Biology](#)

[Southeastern Association of Fish and Wildlife Agencies](#)

[Southwestern Association of Naturalists](#)

[Texas Society of Mammalogists](#)

[The Wildlife Society](#) (including state chapter, regional division, and national meetings)

### B. **Travel Funds**

1. *Zoology Department*: All graduate student travel must be approved by the Graduate Committee PRIOR to making the trip. If you fail to follow the proper

procedures, you are at risk of having your travel denied. A travel request (blue form for out-of-state travel) must be completed PRIOR to making the trip. These travel forms are located on Gertie's office door, Room 501 LSW. Upon your return from the trip, bring all necessary receipts in for reimbursement. Copies of meeting/conference flyers/brochures are required.

All travel is on reimbursement basis. The university does not pay in advance for travel. At no time should you ever charge your travel to your university purchasing card.

Each professor is given \$1400/yr (This may change year to year) to spend on his/her travel, that of his/her graduate students, or on research expenses as to how the professor sees fit. Additional funding for travel needs to be obtained through a research grant or external travel grant (See below).

2. *GPSGA*: GPSGA also provides travel awards to students who are attending meetings where they are presenting their research. Travel awards are divided among four allocation periods. The schedule is listed below. The awards are disbursed AFTER your trip. You will be reimbursed for your travel. GPSGA will not give you any awards prior to travel. You must go to the GPSGA website ([gpsga.okstate.edu](http://gpsga.okstate.edu)) to download the travel award. Travel awards are generally given to everyone as long as the representatives from their department attend the GPSGA representative meetings. Awards of ~\$100-\$150 are usually given.

For more information regarding GPSGA travel awards including application deadlines: <http://gpsga.okstate.edu/content/travel-grant>

## IX. How do I? Where do I?

### A. **Rental Properties**

Stillwater is a true college town bursting at the seams with available rental properties. Campus housing is also available, but most graduate students choose to live off campus. If you have never lived off campus before the Off-Campus Student Association offers a great handbook here :  
<http://www.offcampushousingguide.com/schools/osu/osu.html>

Here are several of the major property management companies in Stillwater:

CStar Management                      405-533-3800

<http://www.c-star.com/residential/index.cfm?fuseaction=Main>

Cedar Oaks Trust                      405-377-7773

<http://www.offcampushousingguide.com/schools/osu/cedaroaks.html>

Campbell Property Management 405-372-9225

<http://www.campbell-mgmt.com/>

Stillwater Property Management 405-743-2126

<http://stillwaterpm.com/>

If you are interested in on-campus housing check here:

<http://www.reslife.okstate.edu/fgsh/>

## **B. Bookstores**

Text books can be purchased at several places around town, including:

- The Student Union Bookstore (allows Bursar charges, 130 SU, 744-5237)
- Book Trader (120 W. Hall of Fame, 624-0800)
- Cowboy Book (520 W. Elm, 743-1383)

If you need non-text books, paperbacks, etc.

- Hastings (316 N. Main, 377-0753)

## **C. Carts/Laptops/Equipment**

As a department we have various equipment, which may be checked out as needed for class.

Video Camera

3 – Laptop/Projectors (PowerPoint)

Multi Media Cart

1 – Projector (PowerPoint)

Video Camcorder

Equipment is located in our storage room 501 LSW adjacent to Room 501LSW. Equipment must be checked out using the black books located next to the mailboxes in Room 501 LSW. Though not in use much, the department also maintains a computer/slide maker located in Room 501 LSW.

## **D. Collecting Permits**

Scientific Collecting Permits are issued annually by the Oklahoma Department of Wildlife Conservation and must be renewed each year for \$10.00. Each permit application must include a written endorsement from an independent scientist/researcher. If Department of Zoology graduate students wish to be included on the Co-op Unit's master permit at no charge, they must clear it with the Unit Leader and file an application with the Unit Office by 15 December for the next calendar year (applications are available in 404 LSW). After 15 December, students and faculty are responsible for filing and paying for their own permit. Permit holders are required to submit an annual report of specimens collected. Report forms are available from Joyce or Sheryl in the Co-op office.

#### **E. Collection of Vertebrates**

The OSU Collection of Vertebrates, within the Department of Zoology, houses a remarkable array of specimens, most of which are voucher specimens that have resulted from research activities of faculty, staff, and students in the Department of Zoology. Therefore, it is critically important that they be maintained with the utmost care. At the same time, most of these specimens are available for short-term loan for use in instructional activities in classes at OSU. The collection is housed in the basement of Life Sciences West at OSU in Stillwater, OK. Personnel responsible for administering, curating, and maintaining the collections are employed in the Department of Zoology and include a Curator of Vertebrates (Karen McBee), Curators of Fishes (Tony Echelle), Reptiles and Amphibians (Stan Fox), Birds (Craig Davis), Mammals (Karen McBee), and Frozen Tissues (Ron Van Den Bussche), two Collection Managers (Enrique Santoyo-Brito and Andrea Acevedo) and curatorial assistants. Forms for requesting loans of specimens for use in instructional activities are available from on the Collection Managers or the Curator of Vertebrates. All specimen requests need to be accepted by curators 10 days prior to the date of use. Certain guidelines must be followed by you and your students when handling the specimens. See the collection managers and/or curator for these guidelines.

#### **F. Computer Lab**

The department houses a computer lab for graduate student use, located in Room 532 LSW. Should you have any trouble with these computers, please be sure and bring it to the attention of the graduate student computer liaison, David Zheng (dj.zheng@okstate.edu). Computers are not offered by the department for individual graduate office space, however you may feel free to bring your own computer to use in your office. As a department, we will not supply computer/printing supplies for individual student offices.

#### **G. Connecting to the Printers in the Computer Lab and Main Office**

You can connect your computer to the printer in the computer lab (Room 532 LSW) or the main office (Room 501 LSW), so you are able to print articles, papers, etc. These are the general directions for any personal computer:

Double click on “Control Panel”  
Click on “Printers”

Click on “Add a Printer”  
Choose “Network printer...”  
Choose “Add printer using TCP/IP”  
    Computer Lab: 139.78.108.23  
    Main Office: 139.78.108.15  
Continue following instructions to install drivers  
    Computer Lab: Dell 5100cn PS  
    Main Office: Sharp AR M700N PCL 6

## **H. Cooperative Fish and Wildlife Unit**

The Cooperative Units Program of the U.S. Geological Survey has been an integral part of Oklahoma State University since 1948. With direction from our Coordinating Committee, our research is conducted on a wide variety of fisheries and wildlife topics in cooperation with federal agencies, the University, the Oklahoma Department of Wildlife Conservation, and various private concerns. Most of our research projects are problem-oriented and designed to provide co-operators with useful information on resource issues.

The majority of the research through the Oklahoma Cooperative Fish and Wildlife Research Unit is conducted by M.S. and Ph.D. candidates in the Department of Natural Resource Ecology and Management. These students are advised by Unit Leaders and Cooperating Faculty at OSU. Since 1948, more than 350 theses and dissertations have resulted from their collective scholarship. Unit-affiliated students are currently conducting research on fisheries management in reservoirs and rivers; stream ecology; endangered, threatened, and species-at-risk including Ozark big-eared bats, alligator snapping turtles, Cerulean warblers, and various grassland birds; toxicology; management of black bears, river otters, white-tailed deer, and bobwhite quail; and fisheries economics. As we begin to celebrate our 7th decade and our new association with OSU’s Department of Natural Resource Ecology and Management that began in 2006, future projects will continue to emphasize applied research on the biological resources of Oklahoma and the nation.

Additional information can be found at the following website:  
<http://nrem.okstate.edu/ocfwru/>

## **I. Copier/Fax Machine**

There is a copier and a fax machine in Room 501 LSW for business use. Personal copies and faxes are allowed at a .25-cent per page fee, payable to one of the office staff.

## **J. Email**



All students at OSU have an email address through the university's IT department. You must go the following website to register for your email address: <http://okey.okstate.edu>.

#### **K. IT Help Desk**

The [OSU IT Division](http://it.okstate.edu/) (<http://it.okstate.edu/>) **Helpdesk** provides a wide variety of services to all students, faculty and staff of Oklahoma State University. In conjunction with telephone support, in-house software/diagnostic services are available by appointment only for personally owned computers. Advanced services, such as hardware repair, are allocated solely for Oklahoma State University owned computers.

The Helpdesk currently provides technical support for platforms including, but not limited to, Windows 98, Windows XP, Windows Vista, Windows 7 and Macintosh. Please be aware that appointments for computer diagnostics and repair are scheduled daily, and must be approved by a Helpdesk manager 24 hours in advance. Note: The Helpdesk will be closed on campus holidays such as Thanksgiving, Christmas, Memorial Day, Independence Day, etc.

The Help Desk is available by calling 405-744-HELP (4357) or (toll free) 1-877-951-4836 or emailing ([helpdesk@okstate.edu](mailto:helpdesk@okstate.edu)). Services are available 7am-1am Monday – Friday, 10am-5pm Saturday and 2pm – 11 pm on Sunday.

#### **L. Keys**

Keys will be issued by the Unit Assistant (Marsha) to personnel designated with written approval of the department head, faculty advisor, staff supervisor, or major advisor. No deposit will be required. Keys will be returned at termination of employment, upon graduation, or at end of semester for TAs, or at end of research experience, as appropriate. Failure to return keys in a timely manner may be a violation of the Student Code of Conduct and will result in bursar charges and/or placement of enrollment holds, as appropriate. If re-keying becomes necessary as a result of unreturned keys, all costs may be the responsibility of the individual. Keys may not be transferred directly from student to student. Lost keys should be reported immediately to the Unit Assistant.

#### **M. Library**

The library has thousands of scientific journals available to students. Current articles are kept on the second floor and bound articles from previous years' journals are kept in the basement. Many of these articles are also available online by databases searches. If the library does not have access to a particular article that you need, you can order it at no charge through interlibrary loan. You can find all the information you need from the library's website: <http://library.okstate.edu>.

#### **N. Mailboxes**

All teaching/research assistants should have a mailbox located in Room 430 LSW. If you do not have one, see Marsha to get one assigned.

### **O. Office Space**

Office space is provided for each graduate student by the department. There are several designated graduate student offices. Office preference is given to graduate students with the most seniority. Students typically share office space with other students, but some individual offices are available.

### **P. Office Supplies**

There is a small amount of office supplies in stock in Room 501 LSW. If you use the last particular item in the supply cabinet, please notify the staff for replacements. Only take what you need.

### **Q. P-cards**

Purchasing cards are issued to students who have grant money to purchase materials for their research. The following is the list of procedures you must follow to get a P-card:

1. See the financial assistant (Myliissa) in the main office, 501 LSW
2. Paperwork will be provided for applying for a p-card.
3. P-card training will be required to obtain a p-card. Training will take place in the student union and the financial assistant (Myliissa) will schedule the training date for you.
4. Issue of p-card will be done when the training is complete.
5. All purchases must be logged into the p-card log book located in 430 LSW beside Myliissa's desk. You must keep a receipt for all purchases and those receipts must be placed in Myliissa's mailbox.

### **R. Parking Permits**

In order to park on campus you must purchase a parking permit. Parking permits can be obtained via the Parking and Transportation Services website: <http://parking.okstate.edu/>

### **S. Printing Posters**

To get posters printed for conferences, the easiest and most inexpensive way is to have the OSU Cartography Service do it for you. Their printer is an Hp800ps series large format color printer with a 36 in wide roll of glossy photo paper. They charge \$9.00/linear foot on the 36 inch roll (\$3.00/square foot), which is for the full color or

black and white glossy paper. They also have a non-glossy paper that they use for line drawings and rough drafts of the cartographic work they produce. It is not suitable for large area color and does not make for good presentation quality posters. This paper goes for \$1.75/square foot.

They print mostly from the following format types: Corel Draw (versions 8.9.10 and 11), PowerPoint, PDF, and many image types like jpg and tiff formats. If you have a file in some other format contact them and they can try to find a workable means to get it printed.

The size of posters varies widely by discipline and by conference. The size of the poster is also determined by the software used. While CorelDraw will allow you to create a poster 3 foot x 8 foot, PowerPoint will only let you go up to 56 inches long.

They can accept most all media types: 3.5 inch floppy, zip, CD, and USB jump drives. If you have something different please contact them. They ask for one business day to print a single poster. If a client has multiple posters or a big rush comes in, it might take longer. The earlier a client brings in their file the better chance of getting it printed on time.

Contact Michael P. Larson Coordinator, OSU Cartography Service, 319 Murray Hall, 405 744-7344 to get your poster printed.

#### **T. Room reservations**

You may reserve rooms for various things, such as committee meetings, seminars defenses. Room 102 LSW is a common room used for these types of meetings. You must reserve these rooms with Marsha.

#### **U. Student ID**

You must have a student ID to do various things through OSU, i.e. enroll in classes. To get an ID you must Room 113 in Math Sciences. The ID office is open from Monday – Friday 8 -5. There is no charge for receiving a student ID, but there is a charge for replacement of lost IDs.

#### **V. Toastmasters**

Established in 1924, Toastmasters is the world's premier public speaking and leadership organization providing interested individuals with effective speaking, listening, and evaluating activities. Toastmasters will help you develop the skills and confidence you need for effective communications, including job interviews and professional presentations. Club meetings offer a chance for you to think on your feet and improve listening and leadership skills in a nurturing atmosphere generated by the OSU students, faculty, and staff. Membership is open to all.

Toastmasters meets once a week on the OSU campus. Times and days vary each semester to accommodate the schedules of students, faculty, and staff. Additional information on who to contact and meeting time can be found at:

<http://www.oktoastmasters.org/ClubInformation.cfm?ClubNumber=576>

There are three parts to each meeting: (1) Table Topics; (2) Prepared Speeches; (3) Evaluations.

The table topics portion of the meeting requires the randomly chosen speaker to give an impromptu 1.5-2.5 minute speech on a topic chosen by the table topics master. This portion of the meeting helps students polish job interviewing skills and their ability to answer questions thoroughly and with confidence at professional meetings.

The prepared speaking portion of the meeting allows students to improve their prepared speaking skills for all professional presentations during and after graduate school.

Each prepared speaker is assigned an evaluator prior to the meeting, who immediately evaluates the speaker's prepared speech on content and delivery.

Toastmasters is an effective, worthwhile public speaking and leadership program for students, faculty, and staff. It is highly recommended for graduate students who are interested in improving their public speaking skill for future presentations and job interviews.

## **X. The Fun Stuff**

### **A. Sporting Events**

Tickets to all sporting events except for Men's Basketball and Football are free. Season tickets for Men's Basketball and Football can be purchased at the box office of the Gallagher Iba Arena. The sale date is usually advertised to students via e-mail. The schedules and additional information for all sports can be found at:

<http://www.okstate.com/>

### **B. Colvin Recreation Center**

The Colvin Recreation Center is a fitness center that you have access to as an OSU student as long as you are enrolled in course hours. You must have a valid student ID to enter the Colvin. The Colvin has an indoor and outdoor pools, fitness equipment, weight-lifting equipment, racquetball courts, basketball courts, golf simulation equipment, etc. The campus recreation department also offers various fitness classes. The hours of operation are as follows: Monday-Friday 6:00am – midnight and Saturday - Sunday 9:00am - 9:00pm. These hours are subject to change throughout the year. The Colvin is closed during university holidays.

## **C. Cultural Activities**

### *1. Allied Arts*

Allied Arts passes are \$45 and provide admission to 6 performances by international artists and touring companies. All performances are on campus. The AA pass can be purchased on SIS web (<http://prodosu.okstate.edu/>).

### *2. OSU Theatre*

Students can purchase a theatre pass for \$24 which provides admission to all plays and musicals in the Viva Locke Theatre (Sereteen Center) produced by the OSU Theatre Department. The pass can be purchased on SIS web (<http://prodosu.okstate.edu/>) and paper tickets picked up in the Theatre Office (121 Sereteen Center) on September 15, 2005.

### *3. Town and Gown Theatre*

Town and Gown is a community theatre located two miles south of Stillwater on Perkins Road. Town and Gown provide several performances throughout the year. A schedule and ticket prices can be found at <http://www.townandgown.org>.

## **D. Daily O'Collegian**

The O'Colly is the OSU newspaper that is available daily during the fall and spring semesters and weekly in the summer at no cost to students. It is a great place to find out what is happening on campus and in Stillwater.

## **E. Dining Options**

Students have a variety of dining options on campus which can be found along with operation hours at:

<http://union.okstate.edu/uds/AllDiningLocations.htm>

Campus dining facilities all accept debit cards, meal plans, bursar charges, and cash.

There are several restaurants within walking distance of campus, including:

- Qdoba (Knoblock and Maple)
- Café 88 (Knoblock and Maple)
- Hideaway Pizza (corner of Knoblock and University)
- Eskimo Joe's (Knoblock and Elm)
- Subway (Knoblock and Maple)

- Pita Pit (The Strip)
- Kruze-In Burger (The Strip)
- Coney Island (The Strip)

## **F. Intramural Sports**

Oklahoma State offers a wide variety of intramural sports and activities for Men, Women, and Co-Rec teams. In the past, the Zoology graduate students have participated in several sports including inner-tube water polo, basketball, volleyball, soccer, and softball among others. Intramurals are great opportunity to relax, get away from school for bit, and just have fun with your fellow graduate students. If you are ever interested in participating in an intramural sport or activity, just ask around the department- there is sure to be others interested! All that is needed is a team captain to sign everyone up and attend a short rules meeting prior to start of the activity. Intramurals are even scheduled so, with a little planning, they will fit into almost anyone's busy schedules. The intramural department has a great website that lists all activities, deadlines, rules, and schedules, as well as downloadable sign-up sheets and directions.

<http://campusrec.okstate.edu/intramural/>

## **G. Social Outings**

1. *ZoGSS*: If you are a paid member of ZoGSS you can take part in the social activities that the society plans, such as biology-related trips, cook-outs, etc. ZoGSS hosts an annual social for new students to get to know faculty, staff and other graduate students
2. *Seminar Socials*: After each seminar there is typically a social at the faculty member's home who hosted the speaker. All graduate students are invited to attend. Directions are usually given via the zoology listserv. These socials are a great time to hang out with faculty and students in a non-formal environment.
3. *Happy Hour*: It is a tradition in the department to go to a bar for Happy Hour (4-8) on Fridays. The weekly meeting place is generally sent via e-mail

## **H. SUAB**

Student Union Activities Board serves the OSU student community by bringing in programs and performers specifically tailored to students' interests. Having a variety of social, educational and cultural activities to choose from on campus is a dream of many students. Known as SUAB, this group of students coordinates events such as the Coffee House Series, free bingo nights and weekend movies, to name a few. To find out more about the SUAB's events go to their website at <http://osunet.okstate.edu/suab/>.