

## CAMPUS RESOURCES FOR MENTORS

RESOURCE	DESCRIPTION	CONTACT
<b>RESEARCH ETHICS AND RESPONSIBLE CONDUCT</b>	<b>20.1.2.3.9 University Rules on Research</b> Students involved in conducting research and/or scholarly activities at Texas A&M University must also adhere to standards set forth in University Rule 15.99.03.M1 - Responsible Conduct in Research and Scholarship.	<a href="http://rules-saps.tamu.edu/PDFs/15.99.03.M1.pdf">http://rules-saps.tamu.edu/PDFs/15.99.03.M1.pdf</a>
<b>RESEARCH COMPLIANCE &amp; BIOSAFETY</b> <a href="http://rcb.tamu.edu/">http://rcb.tamu.edu/</a>	RCB is responsible for providing support to faculty, students, and staff in regulatory requirements for research. Provides support for IRB, IBC and IACUC review committees.	Aliese Searight (Human Subjects) <a href="mailto:a.seawright@tamu.edu">a.seawright@tamu.edu</a> 979.458.4117  Lauren Douglas (Animals) <a href="mailto:ldouglas@tamu.edu">ldouglas@tamu.edu</a> (979) 862-4690  Jeffrey Lane (Biosafety) <a href="mailto:jeffreylane@tamu.edu">jeffreylane@tamu.edu</a> (979) 458-3525
<b>ENVIRONMENTAL HEALTH &amp; SAFETY</b> <a href="https://ehsd.tamu.edu/Pages/Home.aspx">https://ehsd.tamu.edu/Pages/Home.aspx</a>	For questions regarding radiological safety training and general laboratory safety training. General Lab Safety Training (May 30), Radiological Lab Safety Training (June 1)	Christina Robertson (Director) <a href="mailto:christinaroberston@tamu.edu">christinaroberston@tamu.edu</a> (979) 845-2132  Swati Kale (General Lab Safety) <a href="mailto:swati_17@tamu.edu">swati_17@tamu.edu</a>  Dan Menchaca (Radiological Safety) <a href="mailto:d-i-menchaca@tamu.edu">d-i-menchaca@tamu.edu</a>
<b>STUDENT HEALTH SERVICES</b> <a href="http://shs.tamu.edu/">http://shs.tamu.edu/</a>	For questions regarding eligibility for student services at SHS.	Martha Dannenbaum <a href="mailto:mdannenbaum@tamu.edu">mdannenbaum@tamu.edu</a> (979) 458-8300
<b>STUDENT COUNSELING SERVICES</b> ( <a href="http://scs.tamu.edu/">http://scs.tamu.edu/</a> ) MaryAnn Covey <a href="mailto:mcovey@scs.tamu.edu">mcovey@scs.tamu.edu</a> (979) 845-4427 SCS provides short-term counseling and crisis intervention services. Students currently enrolled at Texas A&M University are eligible for an initial consultation appointment.		
<b>GENERAL SCS INFORMATION</b> <a href="mailto:scs@tamu.edu">scs@tamu.edu</a> (979) 845-4427	<b>HELP LINE</b> <a href="https://scs.tamu.edu/helpline">https://scs.tamu.edu/helpline</a> (979) 845-2700 (V/TTY)	<b>PERSONAL COUNSELING</b> <a href="https://scs.tamu.edu/personal">https://scs.tamu.edu/personal</a> (979) 845-4427
<b>CRISIS INTERVENTION</b> <a href="https://scs.tamu.edu/crisis">https://scs.tamu.edu/crisis</a>	<b>STRESS MANAGEMENT AND BIOFEEDBACK SERVICES</b> <a href="https://scs.tamu.edu/biofeedback">https://scs.tamu.edu/biofeedback</a>	<b>SUICIDE PREVENTION GATEKEEPER TRAINING</b> <a href="https://scs.tamu.edu/gpr">https://scs.tamu.edu/gpr</a>
<b>CRITICAL INCIDENT RESPONSE TEAM</b> <a href="http://studentlife.tamu.edu/sas.cirt">http://studentlife.tamu.edu/sas.cirt</a>	A team of university administrators and staff developed by TAMU and the Division of Student Affairs to respond to critical incidents involving students.	For emergencies: University Police Department (979) 845-2345

		For questions about the CIRT: Student Assistant Services (979) 845 3113
<b>TELL SOMEBODY</b> <a href="https://tellsomebody.tamu.edu/">https://tellsomebody.tamu.edu/</a>	An online portal for reporting any behavior that may threaten the safety and security of the University community.	Dr. Anne Reber (Student Behavior) (979) 845-3111 Dr. Blanca Lupiani (Faculty Behavior) (979) 845-4274 Mr. Clint Wolf (Staff Behavior) (979) 862-4027
<b>Title IX</b> <a href="https://titleix.tamu.edu/">https://titleix.tamu.edu/</a>	Title IX of the Education Amendment of 1972 prohibits discrimination on the basis of sex in educational programs and activities at federally funded institutions. Title IX protects students, faculty, staff, and visitors to our campus from all forms of sex discrimination.	Jennifer Smith, JD (Assistant Vice President & Title IX Officer) <a href="mailto:jennifer.smith@tamu.edu">jennifer.smith@tamu.edu</a> (979) 458-8407
<b>OFFICE FOR DIVERSITY</b> ( <a href="http://diversity.tamu.edu/">http://diversity.tamu.edu/</a> )		
The inclusion, welcome, and support of individuals from all groups, encompassing the various characteristics of persons in our community. The characteristics can include, but are not limited to: age, background, citizenship, disability, education, ethnicity, family status, gender, gender identity/expression, geographical location, language, military experience, political views, race, religion, sexual orientation, socioeconomic status, and work experience.		
<b>STUDENT LEGAL SERVICES</b> ( <a href="http://studentlife.tamu.edu/sls">http://studentlife.tamu.edu/sls</a> )		
Student Legal Services provides free legal appointments, consultations, and mediation to students for issues such as landlord/tenant disputes, criminal infractions, car accidents, debts, and other conflicts. Resources for finding a lawyer are available on their website.		
<b>STUDENT DISABILITY SERVICES</b> ( <a href="http://disability.tamu.edu/">http://disability.tamu.edu/</a> ) (979) 845-1637		
Disability Services offers accommodations coordination, evaluation referral, disability-related information, assistive technology services, sign language interpreting and transcription services for academically related purposes.		
<b>STUDENT SUPPORT RESOURCES</b> ( <a href="http://studentlife.tamu.edu/sas.studentsupport">http://studentlife.tamu.edu/sas.studentsupport</a> )		
Student Assistance Services provides resources for students regarding notification of absences, withdrawing from the university, accommodations for temporary disabilities and students deaths.		
<b>AGGIE ALLIES</b> ( <a href="http://allies.tamu.edu/">http://allies.tamu.edu/</a> )		
Allies include staff, faculty, and students at Texas A&M University who display an Ally placard outside their office or residence hall room. This sign identifies them as individuals who are willing to provide a safe haven, a listening ear, and support for lesbian, gay, bisexual, and transgender people or anyone dealing with sexual orientation issues.		
<b>STEP IN, STAND UP</b> ( <a href="https://stepinstandup.tamu.edu/">https://stepinstandup.tamu.edu/</a> )		
Step in, stand up provides training and resources for addressing and preventing sexual violence on our campus. Their website also serves as a portal for reporting an incident.		
<b>GREEN DOT BYSTANDER TRAINING</b> ( <a href="http://greendot.tamu.edu/">http://greendot.tamu.edu/</a> )		
Green Dot teaches faculty, staff, and students how to be aware of potential violence around them and provides skills, strategies, and tactics to use their influence to intervene appropriately and safely in high-risk situations.		
<b>TAMU IT</b> ( <a href="http://it.tamu.edu/">http://it.tamu.edu/</a> )		
TAMU IT provides information, technology resources, facilities and support to help the students, faculty and staff. REU students can set up temporary accounts.		

<b>COMPUTING &amp; INFORMATION SERVICES</b> cis.tamu.edu <a href="mailto:cis@tamu.edu">cis@tamu.edu</a> (979) 845-4211	<b>HELP DESK CENTRAL</b> hdc.tamu.edu <a href="mailto:helpdesk@tamu.edu">helpdesk@tamu.edu</a> (979) 845-8300	<b>OPEN ACCESS LABS</b> oal.tamu.edu <a href="mailto:helpdesk@tamu.edu">helpdesk@tamu.edu</a> (979) 845-8300
<b>SOFTWARE CENTER</b> <a href="https://sell.tamu.edu/">https://sell.tamu.edu/</a> <a href="mailto:sell@tamu.edu">sell@tamu.edu</a> (979) 862-4104	<b>PRINT CENTER</b> <a href="http://oal.tamu.edu/Printing#0-PrintRates">http://oal.tamu.edu/Printing#0-PrintRates</a> <a href="mailto:productioncontrol@tamu.edu">productioncontrol@tamu.edu</a> (979) 845-2234	<b>STAFF ACCOUNTS/TEMPORARY IDS</b> <a href="http://oal.tamu.edu/Accounts/StaffAccountsandTemporaryIDs.php">http://oal.tamu.edu/Accounts/StaffAccounts and Temporary IDs.php</a>

## Student Rules & the Aggie Code of Honor

*“An Aggie does not lie, cheat or steal, or tolerate those who do.”*

To report an Aggie Honor Code violation: <http://aggiehonor.tamu.edu/Faculty/What-To-Do/Appropriate-Process>

### Useful Links

- Student Rules: <http://student-rules.tamu.edu>
- Student Rights and Responsibilities: <http://student-rules.tamu.edu/rights>
- Attendance: <http://student-rules.tamu.edu/rule07>
- Conduct Code: <http://student-rules.tamu.edu/rule24>
- Governing Research: <http://rules-saps.tamu.edu/PDFs/15.01.01.M3.pdf>
- Authorship: <http://rules-saps.tamu.edu/PDFs/15.99.03.M1.02.pdf>
- Ethics and Responsible Conduct: <http://rules-saps.tamu.edu/PDFs/15.99.03.M1.pdf>
- Human Subjects: <http://rules-saps.tamu.edu/PDFs/15.99.01.M1.pdf>
- Biohazards: <http://rules-saps.tamu.edu/PDFs/15.99.06.M1.pdf>
- Vertebrate Animals: <http://rules-saps.tamu.edu/PDFs/15.99.07.M1.pdf>
- Intellectual Property: <http://rules-saps.tamu.edu/PDFs/17.01.99.M1.pdf>

### 20.1.2.3.9 University Rules on Research

Students involved in conducting research and/or scholarly activities at Texas A&M University must also adhere to standards set forth in University Rule 15.99.03.M1 - <http://rules-saps.tamu.edu/PDFs/15.99.03.M1.pdf>.

### 20.1.2.4 Special Note on Group Projects

If someone in a group commits academic misconduct, the entire group could be held responsible as well. It is important to clearly document each member’s contribution to the joint project.

Please be sure all group members are aware of how the other members are conducting the research and obtaining the materials they are providing.

## Graduate Student Responsible Conduct of Research

If a student conducts research during graduate work involving human subjects/cells, animal subjects, hazardous materials or radiation, they must gain proper approvals **before** beginning that research. All graduate students NOT receiving specific training in their own departments are strongly encouraged to complete an online “Responsible Conduct of Research” training. For more information, see Research Compliance and Biosafety (<https://rcb.tamu.edu/more/otherprograms/rcr>) at TAMU. Two additional development resources are now available to all graduate students, accessed through the graduate

student tab of the Howdy Portal, and/or on the OGAPS web page (<http://ogaps.tamu.edu/Prospective-Students/Research-Opportunities>):

- 1) [Research Compliance Requirements – Provided by Office of Research Compliance, TAMU](#)
- 2) [Copyright Basics for Graduate and Professional Students – Provided by TAMU Libraries and OGAPS](#)

Review of graduate student research proposals involves evaluating research compliance associated with the proposed research. To allow adequate time for OGAPS and Research Compliance and Biosafety (RCB) to review graduate student research proposals, the Proposal Approval Form (<http://ogaps.tamu.edu/OGAPS/media/media-library/documents/Forms%20and%20Information/Proposal-Approval-Page.pdf>), along with the entire research proposal, should be submitted with adequate time to undergo review.

## Graduate Teaching Assistant Requirements

To become eligible to teach in positions such as Graduate Assistant-Teaching, Instructor, Lecturer, etc., the State of Texas Education Code (Section 51-917) requires that international graduate students attain English language proficiency (ELP) certification. Certification methods include the on-campus English Language Proficiency Exam, global standardized testing, or through securing Alternative Certification via department request. See OGAPS ELP Portal (<http://ogaps.tamu.edu/New-Current-Students/English-Language-Proficiency>) for detailed information.

Further, Texas A&M University requires all graduate students serving in a teaching role to attend mandatory University-level Teaching Assistant training through the Center for Teaching Excellence (CTE) Teaching Assistant Institute (<http://cte.tamu.edu/Graduate-Student-Support/Teaching-Assistant-Institute>). See the OGAPS web site for further details: New Teaching Assistant Training and Evaluation Program (<http://ogaps.tamu.edu/Faculty-Staff/New-Teaching-Assistant-Training-and-Evaluation-Pro>).

## International Travel Registration Requirements

Any student pursuing an individual international opportunity that meets one or more of the following criteria **MUST** complete an International Travel Registration (<http://studyabroad.tamu.edu/Resources/Travel-Registration>) in our portal:

- **Credit bearing**
- **Funding from a TAMU entity** (e.g. departmental support for a conference or research)
- **Satisfies a degree or graduation requirement** (e.g. thesis research or internship abroad)

The registration is free, provides students the option to purchase comprehensive medical and evacuation insurance, and satisfies the student rule of registering official A&M travel. Please share the attached flyer with any students pursuing the abovementioned travel, or with faculty that may be working with students on research, conferences, or other independent opportunities abroad.

## Would you like more resources?

In addition to the materials in the Mentoring Workshop packet, more handouts and articles about mentor practices and undergraduate research are available on our website! Scan the QR code below to view these additional materials:



<https://tx.ag/MentoringUGR>

**The information provided in this document is intended for informational purposes only and is subject to change without notice. Feel free to contact us at [ugr@tamu.edu](mailto:ugr@tamu.edu) with any questions, comments or corrections.**