Incoming Graduate Student and Postdoc Tasks (updated 18 Aug 2023)

To be completed in the first two weeks of the semester or start of employment.

- ✓ Get your ID
- ✓ Find your office
- ✓ Get Clark Hall and Halsey Hall keys
- ✓ HR forms (e.g., I-9)
- ✓ Attending Department Orientation (grads only)
- ✓ Sign up for direct deposit through Workday
- ✓ Get a [parking permit](#) (likely blue permit for JPJ) or check out the UVA [bus routes](#) and Charlottesville [bus routes](#) (which are pretty unreliable)
- ✓ Assess computer needs
- ✓ Link to printer server and make sure you are on appropriate listservs (email Will Tomanek for help)
- ✓ Send Lauren a picture and bio for the [group website](#)
- ✓ Figure out how you will keep track of your schedule
- ✓ Schedule weekly meetings with Lauren
- ✓ Create a mentorship agreement with Lauren
- ✓ If teaching, familiarize with Canvas, the learning management system UVA uses
- ✓ Download programs from [UVA Software Gateway](#) (e.g., MATLAB, ArcGIS Pro, etc.)
- ✓ Download Zotero for citation/paper management and [watch this tutorial](#)
- ✓ Download Zotero extension and Google Scholar extension for your browser
- ✓ Create an account with Research Rabbit and [watch this tutorial](#) and [this one on how to link Research Rabbit and Zotero](#)
- ✓ Get familiar with Box, which is the cloud storage platform UVA gives us access to
- ✓ Read "[Writing as a Method](#)" by A. Gibbs
- ✓ Check out [Scientific colour maps](#)
- ✓ Try to explain your research using the 1,000 most used words in English [here](#) and see an [example here](#)
- ✓ Check out data visualization types in [this online catalog](#)
- ✓ Read [Ice & Ocean Group Guidelines](#), [MS](#) or [PhD](#) milestones and requirements document, and other resources [here](#)