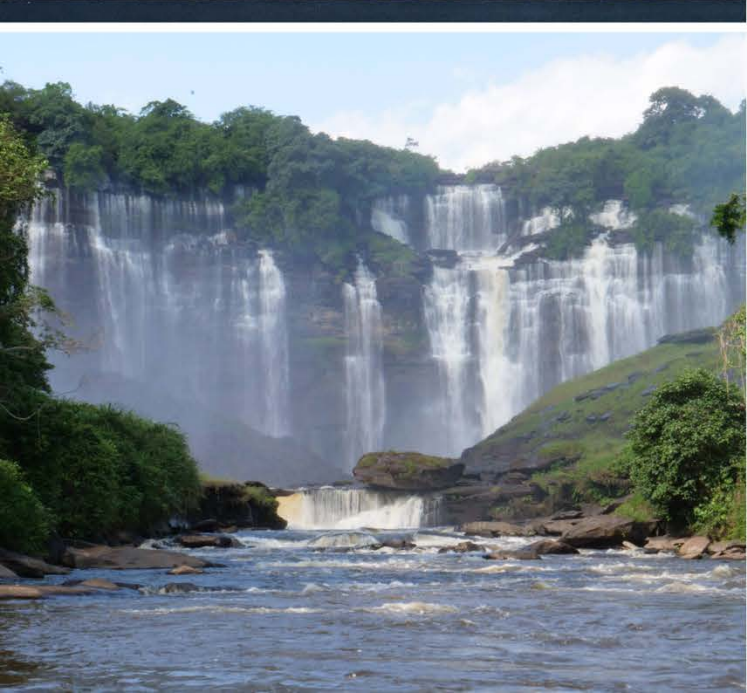




# Department of Portuguese and Brazilian Studies



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## Getting Started

### Prior To Your Start Date

Prior to your start date, you should receive an email containing your Brown ID number. This ID number is required for activating your User Account and your Brown email. If you do not receive this information by your start date, please contact University Human Resources at (401) 863-3175.

Before you arrive on campus:

1. [Activate your Brown account on MyAccount](#). Once you activate your account, log in to [Workday](#) using your new Brown username and password in order to complete your onboarding. The on-boarding actions outlined on the right-hand side of the page are required and need to be completed before your start date.
2. Set up Two-Step Verification, which provides additional security for your Brown account.
3. Complete and submit ALL notifications in your Workday inbox. These include your electronic I-9 Form, the state and federal W-4 forms, direct deposit, and personal information updates.

4. Benefit elections are also made through Workday and become available on your hire date. You have 31 calendar days from your hire date to enroll in benefits.

## Brown ID card

The Brown Card Office (Page-Robinson Hall, 5th floor) is responsible for issuance and administration of the Brown University ID card. The ID card is needed to access Brown's Libraries and a benefit for all Brown students, staff and faculty is that the ID card allows access to ride for free on RI Public Transit (RIPTA) buses and gain free admission to the RISD Museum.

## Payroll and I-9

When you arrive on campus, please go to the Brown Business Center (Page-Robinson Hall, 2nd floor) to present documentation confirming work eligibility as part of your I-9. Both new and returning employees must present I-9 documentation. All documents presented must be original and unexpired.

## Campus Map

This [interactive and searchable campus map](#) highlights campus buildings, exterior spaces, departments, rooms and more.



## POBS (Dept. of Portuguese & Brazilian Studies)

### Faculty

[Laura Bass](#) | Meiklejohn 103 | [Laura\\_Bass@brown.edu](mailto:Laura_Bass@brown.edu)

Interim Chair of Portuguese and Brazilian Studies (2025-2026)

[Jeremy Lehen](#) | Center for Language Studies | [Jeremy\\_Lehen@brown.edu](mailto:Jeremy_Lehen@brown.edu)

Associate Teaching Professor in Portuguese and Brazilian Studies

[Leila Lehen](#) | Meiklejohn 103 | [Leila\\_Lehen@brown.edu](mailto:Leila_Lehen@brown.edu)

Department Chair (on sabbatical 2025-2026)

Associate Professor of Portuguese and Brazilian Studies

[Patrícia Martinho Ferreira](#) | Meiklejohn 203 | [Patrícia\\_Martinho\\_Ferreira@brown.edu](mailto:Patrícia_Martinho_Ferreira@brown.edu)

Director of Graduate Studies (DGS), Assistant Professor

Assistant Professor of Portuguese and Brazilian Studies

[Gabriel Rocha](#) | History Department | [Gabriel\\_Rocha@brown.edu](mailto:Gabriel_Rocha@brown.edu)

Vasco da Gama Assistant Professor of History and Portuguese & Brazilian Studies

[Patricia Sobral](#) | Meiklejohn 205 | [Patricia\\_Sobral@brown.edu](mailto:Patricia_Sobral@brown.edu)

Director of Undergraduate Studies

Distinguished Senior Lecturer in Portuguese and Brazilian Studies

[Luiz Fernando Valente](#) | Meiklejohn 202 | [Luiz\\_Valente@brown.edu](mailto:Luiz_Valente@brown.edu)

Professor of Portuguese and Brazilian Studies

### Staff

MaryEllen Woycik | Meiklejohn 105 | [mew@brown.edu](mailto:mew@brown.edu)

Academic Department Manager | (401) 863-3042

Marie Culpepper | Meiklejohn 101 | [marie\\_culpepper@brown.edu](mailto:marie_culpepper@brown.edu)  
Publications & Program Coordinator

## Graduate Students

All currently enrolled graduate students are listed on the Department [website](#).

## Department Meetings

Department meetings are typically held on the third Tuesday of every month in the Monteiro Conference room at 4:00pm for all faculty and the graduate representative.

## Google Calendar

Google Calendar allows for easy scheduling between faculty, students, staff, and colleagues. The Department of Portuguese & Brazilian Studies maintains several Google Calendars that can be seen by users of Brown email. Please make note of these for your reference:

- [POBS Events](#): major events/meeting happening during the academic year
- [POBS Conference Room](#): schedule for the George Monteiro Conference Room (102). To schedule this room, contact MaryEllen or Marie.
- [TA Laptop Reservations](#): To reserve, contact Marie.

## Standards & Criteria

The Voting Faculty of POBS established and maintains a set of guidelines pertinent to the organization and management of the department, referred to as the Faculty Standards and Criteria. Information listed includes the various committees supported by faculty, staff and students, descriptions of each professional role and relationship to the department and Brown community, as well as the bylaws to which voting faculty must adhere.

## Departmental Undergraduate Group (DUG) Leaders

A Departmental Undergraduate Group (DUG) is a group of concentrators that plans events and activities to build a sense of community within the concentration.

A DUG needs at least one student leader working with a faculty member (DUG sponsor) and the department manager. DUGs help students make and strengthen connections with other concentrators, professors, and concentrator alumni, provide a means for first-year and sophomore students to explore the concentration, and

enable concentrators to explore potential co-curricular and career-related opportunities related to their field of study.

DUGs organize events ranging from study breaks for concentrators, meals or teas with faculty members, field trips to relevant sites (such as museums or documentary screenings), panels with guest speakers, workshops with alumni, capstone/thesis celebrations, movie nights, and more.

## Department Publications

POBS houses and maintains close relationships to several academic journals.

More information about each journal can be found at the links below:

- [Brasil/Brazil: A Journal of Brazilian Literature](#)
- [e-Journal of Portuguese History](#)
- [Gávea-Brown: A Bilingual Journal of Portuguese-American Letters and Studies](#)
- [Journal of Lusophone Studies \(JLS\)](#)
- [Pessoa Plural: Revista de Estudos Pessoaanos / A Journal of Fernando Pessoa Studies](#)
- [Portuguese Cultural Studies](#)



## Meiklejohn House: Facilities & Departmental Support

Built in 1922, Meiklejohn House is home to Portuguese & Brazilian Studies. The first floor contains two administrative offices, the George Monteiro Conference Room (102), the office of the department chair (103), and a restroom. The second floor houses faculty offices, while graduate student offices and another restroom are located on the third floor.

The building is named after Alexander Meiklejohn (1872-1964), a notable advocate of free speech as a necessary foundation for democracy. Meiklejohn earned his B.A. and M.A. degrees from Brown and a Ph.D. from Cornell. He returned to Brown to teach before being appointed dean of the university, a position he held for more than a decade. He went on to serve as president of Amherst College. Meiklejohn was a member of the American Civil Liberties Union (ACLU) and the US delegate to the

founding meeting of UNESCO. Also named after him is Brown's Meiklejohn Peer Advising Program for first-year students.

## Access to Meiklejohn House

POBS faculty (including visiting faculty), graduate students, and staff have 24-hour swipe access to the building using their Brown IDs. For security reasons, especially for those faculty members who work at night, please do not under any circumstances prop open any exterior doors. After 5 PM, unless a departmental event is taking place, all undergraduates in the building must be accompanied by a faculty member or graduate student. All faculty and graduate students will be provided with a key their office.

Please note that the building is equipped with an alarm system. If you are the first to arrive in the morning, you may need to deactivate the alarm using the code. The last to leave in the evening should set the alarm by entering the code before exiting. Should you encounter any issues with the alarm, call Public Safety at (401) 863-3322 (or 3-3322 from a campus phone).

## Department Meeting Space

The George Monteiro Conference Room (Meiklejohn 102) is reserved for use by POBS faculty, staff, and students (groups, clubs, concentrators). Priority is given for departmental courses; requests for use should be directed to MaryEllen or Marie.

## Department Printer/Scanner/Copy Machine

The Department printer/scanner/copy machine is located in the front entryway of the building.

To access it, connect to the Brown wifi (NOT Brown Guest) using your login credentials. Then:

### **On an Apple computer:**

1. Click the Apple logo at the top left, then System Preferences, then Printers and Scanners.
2. Click the + sign in lower left to add a printer.
3. At the top of the new window, click the Globe icon in the middle.
4. Next to Protocol, click the drop down menu and change to LPD.
5. In the Address field, type: 10.2.90.7.
6. The name field will auto-populate with this IP address. Change it to something like "POBS Printer."

7. Leave everything else as is and click Add.
8. If an option appears for duplex printing, check that box.

#### **On a Windows-based computer:**

1. Download [Device Software Manager](#)
2. Follow the instructions in the Device Software Manager Setup Wizard after clicking **[Run]**. [Detailed instructions](#)
3. When installation of Device Software Manager is finished, the device installer will automatically launch. If it does not launch automatically, double click the **[Driver Installer]** icon on the desktop.
4. If you accept the terms of the End User License Agreement, click **[Agree]** and then click **[Next]**.
5. Select connection setup and click **[Next]**.
6. Click **[Click if you cannot find the device]**.
7. Select **[Specify device IP address]** and click **[Next]**.
8. Manually enter the IP address: **10.2.90.7**
9. After entering the IP address, click **[Search]**, and confirm that the device is selected, then click **[Next]**.
10. Installation starts automatically. Wait until it is finished.
11. If successful, the notification of completion below will appear.

## Department Laptops

The department has few laptops for TAs to utilize for teaching use for their courses. Please ask department staff in advance to reserve.

## Audio-Visual Equipment

Should you have audio-visual needs for your class, please contact department staff. If you need to record in-person classes or events, please contact department staff, who will submit a Media Services and/or Media Production request on your behalf. Please note that Media Services/Production requests require advance notice of a minimum of 10 days.

## Office Supplies

A supply closet stocked with general office supplies is located off the Department Manager's office. Should you need an item or notice that something is out, please contact MaryEllen.

## Department of Public Safety (DPS)

For public safety emergencies, call (401) 863-4111 (3-4111 when dialed on a campus phone). For routine calls, dial (401) 863-3322 (or 3-3322 from a campus phone).

For security, laptops, tablets, cell phones, and other valuable items such as bicycles can be registered with DPS. A numbered identification decal will be applied to each. To make an appointment to have your items registered, please contact the [DPS Crime Prevention Offices](#) at (401) 863-1438 or (401) 863-1379 during normal business hours.

## Kitchen Spaces

The 1st-floor kitchen contains a refrigerator, microwave, and Keurig coffee machine for faculty and staff. **All drinking water**, including for the coffee machine, should be drawn **from the water cooler** beside the fridge and NOT from the building faucets. The water piping to the building is old and EHS has deemed it not potable. The third-floor graduate lounge is equipped with a Keurig, small refrigerator, microwave, and a water cooler/dispenser. Please be considerate and make sure that you leave the common area clean after use.

## Custodial Support

Office trash collection for Meiklejohn normally takes place twice weekly. But because it can be unpredictable, all food waste should be disposed of in the trash bins in communal areas, such as in the large receptacle at the bottom of the stairway near the kitchen, which are more reliably emptied. If you notice a leaking ceiling or faucet, excessive trash, or have any other concerns regarding the building, please alert the department staff or notify Facilities Management (401) 863-7800.



## Transportation & Parking

### Public Transportation

With limited parking options, Brown encourages the use of public transportation to and from campus when possible. RIPTA (Rhode Island Public Transit Authority) service is free for Brown staff, faculty and students with a swipe of your Brown ID card.

The RIPTA website has a [Trip Planner](#) feature to help you plan your itinerary, as well as maps, service alerts, calendars, and other information for riders.

### Parking at Brown

Brown's parking lots, administered by the Transportation Office, are available to active employees, emeriti, graduate and medical students, and a limited number of junior and senior undergraduates. For more information and to put your name on the waitlist, visit [Park@Brown](#). Please note that the Meiklejohn driveway has already been assigned and is not available for use.

## Public On-Street Parking

Parking meters in Providence do not always accept credit cards. Download the [Providence Parking app](#) on your mobile phone. The Passport Parking App allows you to pay for parking from anywhere on your mobile device. Please pay careful attention to the parking signs and time limits or you will likely be ticketed.

## Brown University Shuttle (B.U.S.)

The Brown shuttle is a safety-oriented transportation service offered to the Brown community to connect distant buildings on campus. You are asked to show your ID to use it. For schedules, route maps, and directions for using the Shuttle Tracker on your mobile phone, visit [Transportation at Brown](#).

## Biking

A bike rack is located on the right (western) side of Meiklejohn. Brown also has bicycle racks in convenient locations around campus, offers bicycle registration to discourage theft - via the Department of Public Safety (DPS), has a student group renting and repairing bikes called [Bikes@Brown](#), and works with civic groups to promote cycling in Providence. For information, campus maps, and maps of Providence bike lanes, visit the [Bikes and Scooters page](#) of Brown's transportation website. Visit a DPS registration [event](#) or set up an appointment.



## Beyond the Department

### Brown University Administrative Policies

Brown provides many resources to support its staff and faculty, most of which are compiled on its [Administrative Policies](#) page. Spanning parental leave, sick time, code of conduct, and jury duty, many questions are addressed by these policies. Use them to your advantage.

### Graduate School

The [Graduate School](#) oversees policies and processes that guarantee the academic integrity of graduate programs institution-wide, manages campus appointments and an array of academic and professional development opportunities for graduate students, and provides a wide range of support services and programming to support student needs.

### Office of the Dean of the Faculty (DOF)

The Dean of the Faculty is the senior member of the University's academic administration directly responsible for the recruitment, retention, and development of

University faculty. The Dean's office oversees departments and programs in the Physical and Life Sciences, Humanities, and Social Sciences. The [Handbook of Academic Administration is located on the Dean of Faculty website.](#)

## Office of the Dean of the College

The Dean of the College oversees all student affairs: the curriculum, concentration requirements, student research, and advising.

## Events@Brown

[Events@Brown](#) is the online calendar system for promoting events hosted across campus, with functionality to embed tailored event feeds to various websites throughout brown.edu.

## Today@Brown

Each morning, Brown sends out an email containing special events, opportunities, and important deadlines submitted by Brown community members for the Brown community. All are strongly encouraged to read the email daily to keep apprised of campus announcements and information.



## Teaching & Advising

### Sheridan Center for Teaching & Learning

The [Sheridan Center](#) is a place where faculty, graduate students and postdocs come together from across the disciplines to inquire about, explore, and reflect upon teaching and learning as ongoing and collaborative processes. For information about key campus resources, see their [Resources for New Instructors](#) page.

### Courses@Brown

The Brown curriculum offers a robust and diverse set of course offerings from which students can choose. [Courses@Brown](#) provides a view of what is offered in a given semester or the full academic year. Instructors are asked to upload their syllabi to Courses@Brown through the backend of the application. This allows students a better understanding of the courses in which they enroll.

### Shopping Period

Brown affords its students two weeks at the beginning of each semester to add/drop courses with no reflection to their academic record, referred to as Shopping Period.

You may want to create a waitlist for your course(s) to help track student attendance, in the circumstance that a student enrolled in the course drops it and a spot becomes available.

## Banner

[Banner](#) is Brown's electronic registration system. Students use Banner to search the course catalog, register for courses and drop them online; class lists are updated as students add and drop classes. Faculty can use Banner to give electronic 'overrides' to register students once a course section is full, and to enter student grades. For step-by-step instructions on entering grades, see OIT's [help page](#).

## Canvas

[Canvas](#) is the electronic course management system used at Brown. You can use Canvas to create a course website where students can access course information and materials, submit assignments, participate in online discussions, take online quizzes, etc.

## Guidelines for Courses

### New Course Proposals

New courses will be assigned a course number by the department based on the level and topic of the course. Brown's curriculum committee assesses the courses offered at Brown to be sure they align with the University's academic guidelines. There are specific requirements for courses and the syllabi; the registrar and Sheridan center have multiple resources for designing a new course including: [course design](#), [course syllabus](#), and a [syllabus checklist](#). The information the department will need to enter a course is below:

- Title of course - limit is 100 characters including spaces
- Short title of course - limited to 30 characters including spaces
- Course description - limited to 140 words
- If there are any enrollment restrictions, prerequisites?
- Any course designations? (CBLR, COEX, FYS, RPP, SOPH, WRIT)
- Syllabus that meets Brown's requirements

## Timing for New Course Proposals

Courses taught by non-voting faculty (i.e. visitors, grad students) and courses requesting a course designation (i.e. WRIT, FYS, etc) are required to be submitted for a curriculum review.

Courses taught by voting faculty and without a course designation can be 'fast tracked' and do not require a curriculum review.

To ensure robust enrollment, new courses should be added to Courses@Brown in time to be seen during pre-registration. (see chart below for timing) Since a curriculum review is a lengthy process, the deadline to submit a course for pre-registration is about midway of the semester that precedes when the course will be taught. Pre-registration is typically in November for the Spring courses and in April for the Fall courses. Please work with the Department Manager several weeks in advance of the start of pre-registration to submit your course. The deadlines fluctuate a bit each year, but as a general guideline all information for new courses should be sent to the department manager ahead of the end of September for Spring courses, and mid-February for Fall courses.

Semester the course will be offered	Pre-registration deadline	Fast track deadline (Voting faculty only)
Fall	~ end of February	~April 1st
Spring	~3rd week of September	~ Nov 1st

## Syllabi

As noted above, there are many required elements for the syllabus. See the [syllabus checklist](#) for a complete list.

### Accessibility and Accommodations

[Student and Accessibility Services](#) (SAS) coordinates and facilitates services for students with physical, psychological, and learning disabilities.

The SAS office can also assist faculty in providing the [required syllabus statement](#), converting course materials to alternate formats, or consulting about any questions that arise. Visit their website or call (401) 863-9588.

## Class Cancellation

For information regarding weather-related closing and delays, please visit the [Environmental Health & Safety](#) website.

Faculty needing to cancel class should contact the Chair to notify the department. Enrolled students also need to be notified of the cancellation via email.

## Reading Period

Reading period—the ten-day period between the last regularly-scheduled class session and final exams—is observed *at the discretion of the instructor*. The language courses in the department typically incorporate this period as regular class time, it can be used as a buffer to make up for missed or canceled classes.

## Office of the Registrar

The [Office of the Registrar](#) supports the instructional activities of Brown University by providing essential enrollment, curricular, and student record services to the entire campus community with the highest degree of accuracy. It serves as custodian of all student records in accordance with university policies and government statutes as well as managing the student information system for all areas related to enrollment/registration, course information and scheduling, grading/transcript production, and ultimately, degree clearance and certification.

## Advising Sidekick (ASK)

The success of Brown's open curriculum rests on the strength of our academic advisors who help undergraduate students define their academic pathways and shape their educational goals. Together with academic deans and peer advisors, faculty advisors help students to see their time at Brown as an intellectual exploration inside and outside of the classroom. Only voting faculty have access to advising via ASK.

## Family Education Rights Protection Act (FERPA)

Student academic records and personally identifiable information are protected under FERPA. Such information is confidential and you must treat it accordingly. The Office of the Registrar has outlined the most common instances in which FERPA requires the protection of student information, as well as how to respond to requests for information. When contacting multiple students in one email, please use the blind copy feature. Never discuss or post grades publicly. Should an issue arise with a student, bring it to the attention of the Department Chair immediately.



## Events/Student Life

The Department of Portuguese & Brazilian Studies hosts social events for students and faculty throughout the academic year.

### Event Planning

Students and faculty members interested in planning an event, workshop, or talk within the Department of Portuguese & Brazilian Studies should confer with department faculty or staff in the early stages of planning, ideally at least 2-3 months before the event.

### Departmental Undergraduate Group (DUG) Social Events

The DUG hosts social events for students who have declared their POBS concentration and for students currently enrolled in POBS classes.

### The Center for Language Studies (CLS)

Located on the 6th floor of the Science Library, the [Center for Language Studies](#) promotes the teaching and learning of all languages on campus. Among their

offerings are workshops on language pedagogy and technology, professional development for graduate students, and international film series.

## Student Groups

A number of university-recognized student groups on campus may be of interest to students interested in the Lusophone world. The [list](#) of all groups can be found on the [Student Activities Office website](#).



## Information for Visitors

### Honorarium Guidelines for Invited Speakers

Brown's policies regarding honoraria for visitors are complex and follow US immigration and taxation laws. General policies regarding honoraria can be found on the [Honorarium Policy page](#) of the [Brown University Policies website](#). For international visitors, the [Payments to Foreign Nationals page](#) on the University's Policy website details the variety of visas and types of payment (if any) allowable.

## Guest Speaker: Requirements for Honorarium Payments

Guest Speaker	Foreign National (Remote)	Foreign National (In Person)	US Citizen (Remote or In Person)
Steps	<ul style="list-style-type: none"> <li>• Register as Misc Payee (Dept and Guest)</li> <li>• Send Foreign Tax office the Foreign National Payment Form (Dept)</li> </ul>	<ul style="list-style-type: none"> <li>• Send invitation letter – they MUST enter as business visitor</li> <li>• Register as Misc Payee (Dept and Guest)</li> <li>• Register with Sprintax (Guest)</li> <li>• Send Foreign Tax office the Foreign National Payment Form (Dept)</li> <li>• Check I-94 after speaker arrives (Dept)</li> </ul>	Register as Misc Payee (Dept and Guest)
Documents Needed	<ul style="list-style-type: none"> <li>• Honorarium Form (Dept)</li> <li>• Foreign National Payment Form (Dept)</li> <li>• Wire Transfer Form (Guest)</li> <li>• W-8 Ben form (Guest)</li> </ul>	<ul style="list-style-type: none"> <li>• Honorarium Form (Dept)</li> <li>• Foreign National Payment Form (Dept)</li> <li>• Wire Transfer Form (Guest)</li> <li>• Passport (Guest)</li> <li>• Visa (Guest)</li> <li>• I-94 (Guest)</li> <li>• Attestation Form (required for B-1 visa) (Guest)</li> </ul>	Honorarium Form (Dept)

## Guest Speaker: Event Details

Information	From Faculty	From Speaker	From Department
Event Details	<ul style="list-style-type: none"> <li>• Name of Guest Speaker</li> <li>• Name of Event</li> <li>• Date of Event</li> <li>• Time</li> <li>• Location</li> <li>• Catering?</li> <li>• Honorarium?</li> <li>• Worktags/account</li> <li>• US Citizen or Foreign National?</li> <li>• Co-sponsors?</li> <li>• Is hotel reservation needed?</li> <li>• Is direct travel needed?</li> </ul>	<ul style="list-style-type: none"> <li>• Title of Talk</li> <li>• Short description</li> <li>• Short bio</li> <li>• Image with attributions</li> <li>• Social media handles</li> </ul>	
Direct Travel (Optional)		<ul style="list-style-type: none"> <li>• Travel dates and preferred travel time(s)</li> <li>• Transportation (air/rail)</li> <li>• Exact legal name of Guest Speaker</li> <li>• Date of Birth</li> <li>• Email address</li> <li>• Cell phone number</li> </ul>	<ul style="list-style-type: none"> <li>• Request for direct billing form (send to accounts payable)</li> <li>• Worktags/account</li> </ul>

## International Visitors

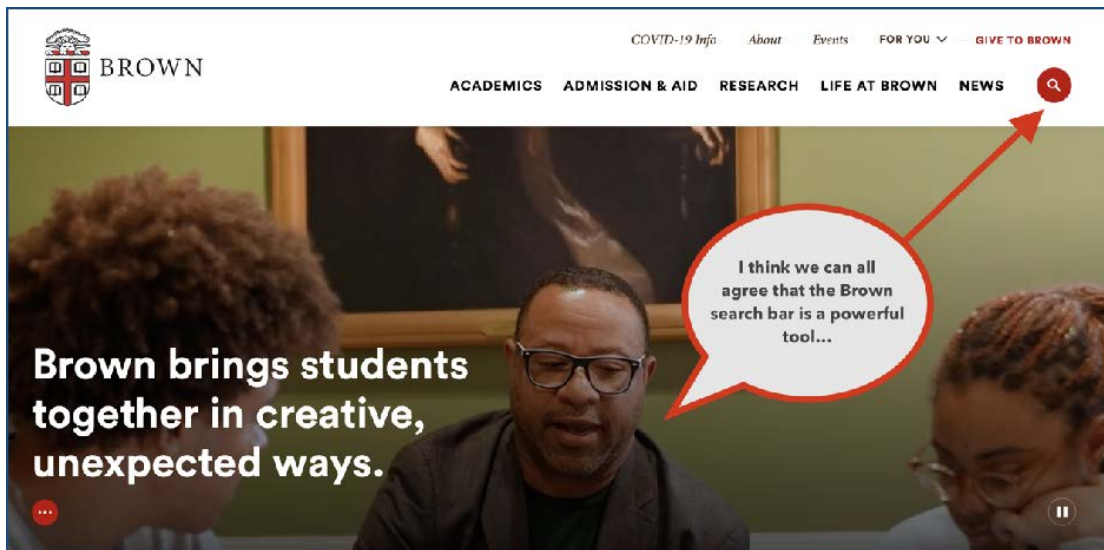
There are several categories for international visitors. Typically a visit requires a faculty sponsor and an appointment letter from either the Dean of the Faculty for those who have completed their PhD, or from the Graduate School for PhD students in the process of finishing their degree. The department is responsible for filing the paperwork necessary for international visitors, and works with the Office of International Support and Student Services ([OISSS](#)) and the Office of Global Engagement ([OGE](#)) (for those coming through sponsored partnerships) in organizing the required paperwork needed to enter the country correctly. Visitors are encouraged to plan early to allow for enough time for the paperwork. There are many forms and documents needed, and OISSS requires documents to be received 3 months ahead of a planned visit.

## Visitor Housing

Housing in and around Brown can be hard to find and tends to fill up quickly. The [Auxiliary Housing page](#) lists some options and can be contacted once the planned visit dates are known.

# Brown University Resources A-Z

Below is a summarized list (with links) of many resources provided by Brown. Note that the Brown [homepage](#) also features a robust search bar in the upper right corner. This bar allows you to search the entire university by keyword, as well as by individual's name or for news.



## BEAR Bargain Discount Programs

[Bear Bargains](#) is a community discount program offered by local eateries, bookstores, car repair shops, clothing & jewelry stores, fitness centers, home & garden suppliers, phone & internet vendors, wellness providers, and more. Many community participants have agreed to offer discounts, or even free products or services, to Brown faculty, staff, and students. In most cases, you must show your Brown Card or enter your email address to take advantage of the offers. While you can access the full list on the [Bear Bargain's Discounts Page](#), some participating local eateries and markets include Flatbread Company, Kabob & Curry, Meeting Street Cafe, The District, and TRACK 15.

In addition, in partnership with [Working Advantage](#), Brown community members may also access national discounts for travel, concerts, sporting events, tours, and more. Instructions for registering can be found on the [University Human Resources website](#).

## Brazil Initiative

Housed at the Watson Institute at Brown University, [the Brazil Initiative](#) (BI) facilitates and coordinates lectures, seminars, conferences, research partnerships and grants, as well as a host of other resources on campus related to Brazil.

## HR Service Center (HRSC)

Page-Robinson Hall, 2nd floor, Room 213 (69 Brown Street)

The [HR Service Center \(HRSC\)](#) offers select human resources and financial services to all members of the Brown community. Services include onboarding, I-9 processing and navigating your employee self-service functions in Workday.

## Brown Center for Students of Color

Partridge Hall, 68 Brown Street

The [Brown Center for Students of Color](#) (BCSC) serves as a gathering place for communities of color. Students are encouraged to build meaningful relationships across difference, develop racial and ethnic consciousness, and enact change at Brown and beyond. The BCSC advances the University's mission of educating and preparing students to discharge the offices of life with usefulness and reputation by empowering students of color, cultivating leadership, facilitating critical reflection, fostering informed action, and promoting social justice.

## Brown RISD Hillel

The Glenn & Darcy Weiner Center, 80 Brown Street

[Brown RISD Hillel](#) creates opportunities for students to connect with Jewish life and each other, identifies and supports student leaders, embraces an entrepreneurial mindset, cultivates the arts and exploring Jewish culture, encourages cross-campus collaboration, and provides students with a safe and welcoming Jewish home on College Hill.

## BrownU Mobile App

The BrownU app has on-the-go information for the Brown University community including campus events, dining menus, the campus map, as well as schedules for

special events such as orientation and commencement. Search for the BrownU app on the platform you utilize for apps.

## BWell Health Promotion

Health & Wellness Building, 450 Brook Street

[BWell](#) supports the development of skills for lifelong, holistic health and well-being for all Brown students by offering interventions that are both community- and evidence-informed, and rooted in social justice to empower growth and the ability to thrive, prevent health disparities, and respond to emergent needs. They offer services in the following areas:

- General Health (physical, emotional, social, reproductive)
- Nutrition (eating concerns, sports nutrition)
- Sexual Health (sex 101, contraception, reproductive health, safer sex, STIs)
- Sexual Assault & Dating Violence (Getting help, helping a friend, prevention, relationships & communication)

Appointments can be scheduled on BWell's [webpage](#).

## Lizzie & Jonathan Tisch Center for Career Exploration

With new staff, industry-specific advising and expanded mentoring and professional networks, the [Lizzie & Jonathan Tisch Center for Career Exploration](#) encourages students — and alumni and friends — to view the process of a career as a lifelong journey centered on continual reflection, connection and exploration. The center offers tailored advising, opportunities and resources for career pathways for undergraduate, doctoral, and international students in 5 areas: technology/tech ventures, finance and consulting, arts & media, science & engineering, and careers in the common good—including nonprofit, government, education, policy & climate change sectors.

## Center for Latin American and Caribbean Studies (CLACS)

59 Charlesfield Street

The [Center for Latin American and Caribbean Studies](#) (CLACS) facilitates the study of this dynamic region from a multidisciplinary perspective. CLACS organizes academic conferences, lectures, and cultural programming, and supports over 100 faculty affiliates as well as graduates and undergraduates interested in the region.

## Center for the Study of Race and Ethnicity in America

96 Waterman Street

The [Center for the Study of Race and Ethnicity in America](#) (CSREA) at Brown University supports and generates rigorous and accessible research, performance, art, and scholarship on a broad range of pressing issues related to race and ethnicity to help build greater understanding and a more just world.

## Cogut Institute for the Humanities

Andrews House, 13 Brown Street

[The Cogut Institute for the Humanities](#) is an interdisciplinary hub for innovative humanities research and teaching at Brown University, supporting both individual scholars and collaboration.

The Center's annual fellowship program brings together faculty, postdoctoral, graduate, and undergraduate fellows to pursue research and discuss their work-in-progress in a dynamic workshop setting. They offer cutting-edge courses at the graduate and undergraduate level, as well as two doctoral certificates, one in Collaborative Humanities, featuring team-taught seminars on transdisciplinary topics, and one on Digital Humanities, exploring digital methods and practices in humanities research. A rich array of programming including lecture series, conferences, and colloquia enhances their core research and curricular mission, creating a lively space of inquiry and dialogue that draws in faculty, students, and members of the larger Providence community.

## Counseling & Psychological Services (CAPS)

450 Brook Street

[Counseling and Psychological Services](#) (CAPS) provides a range of mental health services to the Brown community, including individual counseling, medication management, skills workshops, referral services, mental health assessment, trainings and consultation for faculty and staff, crisis stabilization, after-hours assessment and urgent care, outreach programming, and support groups.

## Global Brown Center for International Students (GBC)

312 Page-Robinson Hall, 69 Brown Street

The [Global Brown Center for International Students \(GBC\)](#) develops programming to support and engage Brown's undergraduate and graduate international community.

The GBC coordinates International Orientation, advises international student organizations, assists with advocacy initiatives on campus, and plays a key role in Global Brown, a consortium of all of the offices at Brown that support the mobility of international students, scholars, and visitors to the Brown campus and the global mobility of the Brown community to various corners of the world.

The GBC offers a comfortable gathering space designated for international students and student organizations called the Global Brown Lounge, known among students as "The Globe." The GBC also puts out a newsletter (sign-up link on the website).

## Graduate Student Council

The [Graduate Student Council \(GSC\)](#) is the student government organization for Brown's graduate student community of approximately 2,600 members.

The GSC's primary aims are to foster a sense of community among graduate students across departments, to facilitate collective action on graduate student-related issues, and to be a voice for the graduate community within the University and the Providence area. The GSC also provides resources and hosts events to support the academic and social lives of Brown graduate students. The GSC hosts three spaces:

## The Grad Student Lounge (GSL)

Unless it is otherwise reserved, the GSL is open to all graduate students in good standing as an informal gathering space. More information and directions (including a photo of the hard-to-find entrance) [here](#).

## The Grad Center Bar (GCB)

The Brown Graduate Center Bar (GCB) is a great place to socialize with fellow graduate students, undergrads, and other members of the Brown community. The bar features a great selection of bottled beer and an eclectic and frequently rotated range of tap choices. Membership is free for Brown and RISD students. More info and directions [here](#).

## The Vincent J. Wernig Graduate Student Reading Room

Located on the 2nd floor of the [Rockefeller Library](#), up the stairs to the right of the main entrance. The Wernig Reading Room includes a large seminar room and kitchen. Graduate students can access the space by swiping their ID cards at the door.

## Haffenreffer Museum of Anthropology

Manning Hall, 1st Floor

The [Haffenreffer Museum of Anthropology](#) is Brown University's teaching and research museum. A resource across the university, the museum inspires creative and critical thinking about culture by fostering interdisciplinary understanding of the material world. Opportunities are provided for faculty and students to work with collections and the public, teaching through objects and programs in classrooms, the gallery in Manning Hall, and at the Collections Research Center.

## Internal Funding Opportunities

The Dean of the Faculty, the Dean of the College, the Office of the Vice President for Research (OVPR), the Cogut Institute for the Humanities, and other units at the University offer competitive grants in support of faculty and student research and teaching. The Humanities Research Funds, sponsored by OVPR, are distributed by individual departments; the Salomon and Seed Faculty Awards through the Cogut Institute; course development funds and Undergraduate Teaching & Research Awards (UTRAs) through the Dean of the College; and Faculty Development Funds & Faculty Lectureship Funds through the Dean of Faculty's office.

For funding opportunities, faculty and students are advised to remain attentive to any university announcements via email or Today@Brown. Graduate students should also check the [Graduate School website](#). Note that university funding options need to be exhausted before requesting POBS departmental funds.

## UFunds

[UFunds](#) is a Brown University platform that departments and organizations can utilize to post funding opportunities for students, faculty, and staff. Ranging from instructional support to fellowship nominations, these postings rotate regularly, with many opportunities announced in Today@Brown.

## LGBTQ Center

Stonewall House, 22 Benevolent Street

The [LGBTQ Center](#), established at Brown in 2004, provides a comprehensive range of education/ training, cultural, social and educational programming, support services and advocacy services to the Brown Community. The Center works to create and maintain an open, safe, and inclusive environment for lesbian, gay, bisexual, transgender, queer and questioning students, faculty, and staff, their families and friends, and the campus community.

## Libraries

Brown University's libraries hold a wide array of materials related to Portuguese & Brazilian Studies. POBS subject-specialist librarian [Patricia Figueroa](#) has compiled an [extensive guide](#) to these materials. This guide takes a Trans-Atlantic, interdisciplinary approach to the literatures and cultures of Portugal, Brazil and Lusophone Africa, and contains the following lists of linked resources:

- [Articles and Books](#)
- [Special Collections](#) (categories: Brazil, Portugal, or Lusophone Africa)
- [Digital Projects](#)
- [Film](#)

Note that Patricia can help you locate materials for your research. Email her at [patricia\\_figueroa@brown.edu](mailto:patricia_figueroa@brown.edu), or call (401) 863-1836 to schedule an appointment.

## John Carter Brown Library (JCB)

The [JCB](#) (94 George Street) houses a world-leading collection of materials from and about the early Americas. Approximately 70,000 items, in hundreds of languages, dating from the 15th through the early 19th century, including books, pamphlets, maps and prints, illuminate a critical period of the history of the many peoples of the early Americas. Speaking to the urgent issues of the contemporary world through a deeper understanding of this period, the JCB welcomes learners and researchers doing individual, collaborative, or classroom work.

## John Hay Library

The [John Hay Library](#) (20 Prospect Street) is home to Brown's remarkable collections of rare books, manuscripts, and University Archives.

## Rockefeller Library ("the Rock")

The [John D. Rockefeller, Jr. Library](#), known as "the Rock," (10 Prospect Street) serves as the primary teaching and research library for the humanities, social sciences, and fine arts.

Among its many holdings and resources is the [Brasiliana Collection](#), which focuses on Brazilian literature, history, education, anthropology, cross-cultural studies, race relations, ethnic studies, cultural studies, environmental studies, music, public policy, sociology and Portuguese second-language acquisition.

## Sciences Library

While the Sciences Library (corner of Waterman and Thayer Streets) holds materials that support study and research in the sciences, it also provides a wide range of services to staff, students, and faculty at Brown University. The Sciences Library is home to the [Center for Language Studies](#) (CLS), the [First-Generation College and Low-Income Student Center](#) (U-FLi), the [Friedman Study Center](#), the [Map Collection](#), the [Sheridan Center for Teaching and Learning](#), and other University offices and services.

## Multimedia Labs (MML)

The Multimedia Labs are multi-computer teaching facilities dedicated to integrating creative technology with teaching and learning. We provide software, equipment and

support for the production of web, software development, graphics, video, animation, 3D fabrication and sound. Students can use the labs for creative projects and faculty can use the labs as teaching spaces. Brown's three multimedia labs are located at: the List Art Building, Room 315; the Granoff Creative Arts Center, Room N320; and the Grad Center. More information and access/reservations forms can be found on the [MML webpage](#).

## Office of the Chaplains of Religious Life (OCRL)

Page-Robinson Hall, 4th floor

The [Office of the Chaplains and Religious Life \(OCRL\)](#) aims to make available pastoral care and advice for students, staff, faculty and alumni, and to increase religious literacy within the Brown community. We seek to ensure that a diversity of beliefs have voice and vitality throughout the University community.

## Office of Information Technology (OIT)

Page-Robinson Hall, 5th floor

Brown's centralized [Office of Information Technology](#) provides more than [120 services](#) for faculty, staff, students and alumni. The HELP desk can offer assistance should you experience any problems with computer technology. Call (401) 863-4357 or email [help@brown.edu](mailto:help@brown.edu).

Should you encounter a complex issue, POBS' main contact at OIT is Kat Skowyra. If you need Kat's assistance for a technical matter, please contact MaryEllen.

## Office of Diversity and Inclusion

Horace Mann, 3rd floor

The [Office of Diversity and Inclusion](#) (ODI) provides leadership and support for Brown University's efforts to foster a strong academic community through initiatives that aim to help all faculty, students and staff thrive, feel welcome, and participate fully in the life of the University.

## Sarah Doyle Center for Women & Gender

26 Benevolent Street

[The Sarah Doyle Center](#), established at Brown in 1974, seeks to provide a comfortable and engaging place for the campus community to explore the multiple dimensions of gender. The Center offers meeting space, annual programs, and resources for all members of the Brown community and is dedicated to supporting students with putting theory into practice.

## Simmons Center for the Study of Slavery and Justice (CSSJ)

82 & 94 Waterman Street

Recognizing that racial and chattel slavery were central to the historical formation of the Americas and the modern world, the [Ruth J. Simmons Center for the Study of Slavery and Justice](#) (CSSJ) creates a space for the interdisciplinary study of the historical forms of slavery while also examining how these legacies shape our contemporary world.

## Student Accessibility Services (SAS)

Page-Robinson Hall, Suite 512

[SAS](#) coordinates and facilitates services for students (including graduate students) and visitors with medical, physical, psychological, and learning disabilities. The SAS office is also available to meet with any student seeking an evaluation or additional information.

## Undocumented, First-Generation College, & Low Income Student Center (U-FLi)

Science Library, 201 Thayer Street, 5th floor

The [Undocumented, First-Generation College, and Low-Income Student Center \(U-FLi Center\)](#) is a communal academic and social space for members of the Brown community who identify with the undocumented, first-generation college and/or low-income student experience.

## Watson School of International and Public Affairs

111 Thayer Street

[The Watson School of International and Public Affairs](#) is home to a vibrant network of faculty and policy practitioners, leading educational programs, and a growing number of [research centers and initiatives](#) that foster globally-focused research and support extensive programming. These include:

- The [Brazil Initiative](#) (BI)
- The [Center for Latin American and Caribbean Studies](#) (CLACS)



## Eating On and Around Campus

Running through the campus, Thayer Street commercial district is home to many restaurants and other retail locations.

On the Brown campus, the following establishments accept cash and/or credit card payments:

### [Andrews Commons](#)

211 Bowen Street

Led by an innovative culinary staff, this popular campus restaurant features a dual concept of traditional college fare including pizzas, custom salads, and sandwiches as well as dishes inspired by Vietnam, Thailand, and Singapore cuisines.

### [Blue Room Cafe](#)

Stephen Robert '62 Campus Center, 75 Waterman Street

Conveniently located in the Stephen Robert '62 Campus Center on 75 Waterman St, the Blue Room Café features sustainable fair-trade coffee, delicious breakfast sandwiches and a fantastic array of freshly baked items and artisan pastries. It also boasts an extensive, customizable deli with local artisan bread, high-quality meats, and plenty of vegetarian options. Chef-crafted salads and a wide selection of fresh snacks and beverages are available for folks on the go.

## [Campus Market](#)

Stephen Robert '62 Campus Center, 75 Waterman Street

Situated below the Blue Room in lower Faunce House, the Campus Market offers a wide array of groceries, snacks, beverages, and even dorm supplies. You'll find locally sourced milk, cage-free eggs, organic nuts and snacks, and a selection of gluten-free items. The Campus Market also has a milkshake machine that uses real milk and ice cream.



## Off-Campus Grocery Stores and Food/Meal Delivery Services

### Grocery Stores near Brown

[Central Meat Market](#) (113 Gano Street) is a locally owned Portuguese grocery/butcher shop.

[Trader Joe's](#) (425 South Main Street) is a popular, well-priced grocery store with widely recognized prepared food options as well as fresh fruit and vegetables, etc.

[Whole Foods Market](#) grocery stores, which are owned by Amazon, has locations at 261 Waterman St. and 601 North Main St.

### Grocery Home Delivery Services

Many grocery stores offer their own delivery options, including apps—check their websites for details. You may also have groceries delivered through [Instacart](#).

## Meal Delivery

Some local restaurants have in-house delivery options listed on their website, or offer delivery options through apps like [Uber Eats](#), [Door Dash](#), or [Grub Hub](#).

Another option is [Feast & Fettle](#), a local meal delivery service. Feast & Fettle's meals are prepared by professional chefs and delivered directly to your home.

## Farmers Markets

10 Sims Avenue, Providence

[Farm Fresh RI](#) operates farmers markets in urban neighborhoods to connect eaters with a reliable source for nutritious, locally sourced options. Learn more about the [Wintertime Providence Farmers Market](#) (November-April) and the [Summertime Farmers Markets](#) (June-October).



## Lusophone Culture in Providence & Vicinity

### Aguardente

12 Governor Street, Providence

[Aguardente](#) tapas restaurant offers a unique take on Portuguese and Latin foods with a full flight and cocktail list, including tequilas and mezcals.

### New Bedford Whaling Museum

18 Johnny Cake Hill, New Bedford, MA

Anchored in the story of New Bedford's whaling industry, the [New Bedford Whaling Museum](#) documents and shares the diverse stories of this vibrant maritime region and its people, both bygone and current.

### Portugalia Marketplace

489 Bedford Street, Fall River, MA

[Portugalia Marketplace](#) is a one-of-a-kind Portuguese specialty food grocer dedicated to promoting Portuguese culture and cuisine. Founded over 30 years ago by Fernando Benevides, and now run by his two children, the 20,000-square-foot

store has become the leading provider of Portuguese specialty foods and home goods in the United States.

## Silver Star Bakery

150 Ives Street, Providence

[Silver Star](#) is a local bakery providing Portuguese sweet rolls, traditional European & American pastries & custom cakes.