

University of Oregon
DEPARTMENT OF BIOLOGY
77 Klamath Hall • 346-4502

RESOURCE GUIDE
for Graduate Employees
2017-2018

Office Hours

8:00-12:00 and 1:00-5:00, Monday through Friday

Staff

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Fei Tsai	IT Coordinator	x6-6054	18 KLA	ctsai@uoregon.edu
Emily Gustin	Lab Preparator	x6-9066	120G HUE	egustin@uoregon.edu
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Academic Advising

The Department of Biology has its own Undergraduate Advising Center for undergraduate majors. The center is located in 65 Klamath Hall (x6-4525) and is open from 10:00-3:00, Monday through Friday. Students can meet with trained peer advisers or one of the faculty advisers (Pat Lombardi or Jana Prikryl) for help in planning a program of study. The center also provides various resources including job and internship files, a file of special study opportunities, and graduate bulletins from other schools.

Classroom Assignments

The Registrar's Office assigns classroom space. They do their best to make room assignments that use the available space as efficiently as possible. Ingrid Newman (curriculum assistant) is the department's liaison with the Registrar's Office. Please contact her if you have special needs, questions or concerns.

Classroom Laptop Reservations

If you need laptops for student use in a course, discussion sections, or lab sections, please see Misty McLean-Schurbon to make the reservation. Honors Biology course computers may be reserved through Fei Tsai.

Classroom Reservations

If you need a room for a review session or a special meeting, contact Annie Rogers.

Computer/Printer Availability and Computer Labs

Computers and printers are available to all students, faculty, GEs, and staff in several public computing labs around the UO. The nearest location is the Science Library which has 60 computers available for general use. Information about specific computing lab locations, resources available, and hours of operation can be found at <https://it.uoregon.edu/labs-map>

Biology IT Coordinator, Fei Tsai (346-6054) can assist with computer questions and help with biology course web pages.

There is also a workstation equipped with a computer networked to a printer and the Internet in the Biology Office that may be used by GEs in the event an alternative is not available.

Confidentiality of Student Records

See http://registrar.uoregon.edu/records_privacy for information about the UO Student Records Policy.

Copying

GEs are welcome to use the copier(s) in the Biology Office for instructional copying jobs. Please do not make copies at Kinko's or somewhere else off-campus. Prior approval from the University of Oregon Printing Department must be obtained to receive reimbursement for off-campus copying service and such approval will only be given under limited circumstances.

Course Evaluations

All GEs have access to the online course evaluation summaries for their course(s) after the term is over and grades are processed. In addition to student evaluations, the faculty member in charge of the course is asked to provide a written evaluation of each GE. For questions about the course evaluation process, please see Annie Rogers.

Course Packets

Copyright clearance is the first step in creating a course packet. The Copyright Clearance Office (x6-5370, located next to Campus Copy in the EMU) has a helpful little booklet with procedures. Packets are sold at The Duck Store along with all other course books. If you would like extra copies of your packet to put on reserve in the library, be sure to indicate this when you place your order. The cost of the extra copies will be included in the cost of the copies that are sold. The Department of Biology does not normally purchase extra copies of course packets. See Annie Rogers for printing order forms.

Course Web Sites

Please see our IT Coordinator, Fei Tsai, if you need assistance in building a biology course web site.

Disability Services

The Accessible Education Center is an excellent source of information and assistance. See <http://aec.uoregon.edu/>. The following sample serves as a guideline syllabus statement. Some faculty members choose to modify the statement to include additional resources for all students, and others prefer a more traditional approach (e.g. if you have a disability please notify me....).

“The University of Oregon is working to create inclusive learning environments. Please notify me if there are aspects of the instruction or design of this course that result in disability-related barriers to your participation. You are also encouraged to contact the Accessible Education Center (formerly Disability Services) in 164 Oregon Hall at 541-346-1155 or uoaec@uoregon.edu.”

Diversity

The University of Oregon and the Department of Biology are committed to a discrimination-free environment. See the UO policy statement on Equal Opportunity at <http://policies.uoregon.edu/policy/by/1/01-administration-and-governance/equal-opportunity-statement-publication>

E-mail

The Department of Biology maintains an e-mail distribution list for all faculty and staff: biofaculty@lists.uoregon.edu. Only subscribers may send messages to this list. If you have a message for distribution to departmental faculty and staff, someone on the office staff can post it for you.

E-mail Identifiers

If e-mail addresses will be shared among class members, care should be taken to protect the privacy of those students who need it.

Final Examinations and Dead Week

Dead Week is the week preceding final examinations. See <https://registrar.uoregon.edu/calendars/final-exam-schedule#dead-week> for rules governing Dead Week and for the university's final examinations policy. The rotating examination schedule is accessible via Duck Web each term.

Grading

The course syllabus should be used as a contract and clearly identify what will and will not be accepted as legitimate reasons for accepting late assignments. If you have any questions, you should check with the course instructor to find out how late assignments should be handled.

There are four options for final grades:

- 1) A letter grade.
- 2) Some courses may allow a pass/no pass grade of either P or NP. In order to receive a P, a student must receive a grade of C- or better.
- 3) An "I" (Incomplete). This is an option if the student deserves an extension to complete a minor yet essential requirement. It is not the right of a student to receive one. An "I" should never be given as a form of withdrawal. Effective winter term 2005, undergraduate students have one calendar year to make up an incomplete mark. Failure to make up the incomplete by the end of one calendar year will result in the mark of I automatically changing to a grade of "F" or "N".
- 4) A "Y" (No Basis For Grade). This is intended to be used only if the instructor or GE has truly never seen or heard from the student--an error in registration. Students who take only one quiz and are never seen again should be given an "F".

Final grades do not need to be posted, as every student can access their grades on Duck Web.

Handing Back Papers and Exams

Confidentiality: If GEs are returning papers and other assignments, it is their responsibility to return papers and other assignments in a way that protects the identity of the student.

Class papers and examinations: GEs may be asked to collect and hand back course papers and examinations. If so, the GE is responsible for keeping and handing back course papers and homework during terms they are assigned to assist with courses. If requested to do so, the department office staff will keep and hand back papers and examinations if the GE is unable to do so due to an emergency.

Retention period: The official university retention policy is: (a) 1 term after completion for uncontested grade results, (b) until resolved for contested grade results. For complete information, see: <http://library.uoregon.edu/records/schedule/sections.html> and scroll down to the Student Records section.

Disposal: To protect the student's right of confidentiality, the Biology office has a secure bin for recycling confidential material. A shredder is also available, but its use is not recommended.

Keys

Office and building keys and access are issued through the Key Office, a division of Campus Operations. A key authorization card must be obtained from Annie Rogers in the Biology Office first, then taken to the Key Office which is located in the UO Card Office, currently on the ground level of the Erb Memorial Union (EMU). There is a deposit required for each key.

Lunch Hour

The Biology office staff are normally off duty during the lunch hour, so the office doors are shut between 12:00 noon and 1:00 p.m.

Mail

All Biology graduate students have a mailbox located in their research institute.

Office Hours for GEs

Office hours are posted outside the Biology Office each term. Please let Annie Rogers know your scheduled hours. It generally does not work to hold office hours where your desk is located in a lab. See Annie Rogers at the start of the term if you would like to reserve room 360 Onyx for holding office hours. If you must miss your office hours, please remember to notify the office so that the staff will know what to tell students.

Paychecks

Payday is the last working day of the month. Employees who have selected direct deposit may elect to receive a statement in the campus mail on payday or choose the paperless option and view their earning statement on Duck Web; those who have elected to pick up their check can do so at the Payroll Office located in the Thompson University Center (TUC). If you have a problem with your pay, check with Shelley Elliott (business manager).

Research Clearance

University policy requires that students who expect to engage in research involving human or animal subjects receive approval of their research procedures prior to the collection of data. Protocol forms and a detailed explanation of procedures may be obtained from the Office for Protection of Human Subjects or the Office of Veterinary Services and Animal Care.

Sales of Books or Papers in Class

Book and packet sales are normally handled by The Duck Store. If there is a special situation that requires making sales to students, please obtain approval in advance.

Scantron Forms

Scantron forms are available from Annie Rogers.

Sexual Harassment

Employees found to have engaged in sexual harassment are subject to disciplinary sanctions. The Office of Affirmative Action and Equal Opportunity is a good source of advice for assistance with these concerns. You can reach them at 346-3123.

Sick

If you are ill and need to miss class, please contact the instructor in charge of your course.

Social Security Numbers

Care should be taken to protect the privacy of student records. Social security numbers are not to be used in any form for posting grades. As an alternative, students may be assigned a code or number known only to the student and the instructor for the purpose of posting grades.

Student Conduct and Academic Dishonesty

Assistance is available from the Office of the Dean of Students. You may reach them at 346-1141 or view the UO Academic Misconduct Code and procedures directly at: <http://dos.uoregon.edu/conduct>

Syllabi

Course syllabi are kept on file and they are used as reference for students and faculty. Many are also available via the department's web page. See <http://biology.uoregon.edu/>

Teaching Help

The Teaching Effectiveness Program is an excellent resource for help with assessing and improving undergraduate instruction. It is a division of the Teaching and Learning Center and can be reached at tep@uoregon or x6-2177. See <http://darkwing.uoregon.edu/~tep>

Teaching Supplies

The Department of Biology maintains an inventory of instructional supplies and equipment in 125 Huestis Hall to support the department's teaching functions. Please contact lab preps Misty McLean-Schurbon (6-4535), Emily Gustin (6-9066), or Katie Perez (6-4651) for assistance.

A fairly extensive video library is available at the Science Library. All lab rooms are equipped with LCD projectors, computers and DVD players.

Telephones

All telephone extensions are on the university's calleXpress voice-mail system. See <http://telecom.uoregon.edu/voicemail/faq.html> for full instructions.

If applicable, the office staff will encourage callers to leave messages in individual voice mailboxes.

GEs are welcome to use a phone in the Biology Office (77 Klamath) for work related phone calls. Likewise, if someone needs to reach a GE, they may call the Department of Biology and a staff member will take a phone message and forward it to the GE.

Textbooks

Textbooks orders should be processed through Annie Rogers, who will then coordinate the orders with the Duck Store. Textbooks distributed to GEs belong to the department and should be returned at the end of the term for reuse in future terms.

Workspace

Should you need a room in which to hold office hours or conduct work related to your GE appointment, room 360 Onyx may be reserved through Annie Rogers.