

**Ohio University**

**Department of  
Environmental and  
Plant Biology**

**Graduate Student Handbook**  
**2007-2008**

## Contents

Getting Started	3
Assistantships, Tuition Scholarships, and Fees	5
Department Office, Services, and Facilities	7
Paychecks	9
Department Responsibilities	10
Funding for Conferences	12
Miscellaneous	13
A Final Word	15
Appendices	
Department Administration and Staff	17
Department Faculty	17
Graduate Students	18
Resources	19

## Getting Started

**Checking in for international students.** If you are an international student, register at the Office of International Student and Faculty Services (ISFS) in Baker Center 348 as soon as you arrive on campus. Graduate international students should be in Athens no later than August 23, 2007, for the 2007-2008 school year. ISFS orientation for international students is August 24. See the ISFS Web site for more details ([www.ohiou.edu/isfs/](http://www.ohiou.edu/isfs/)).

**Activating your e-mail account.** To activate your e-mail account, go to <http://technology.ohio.edu/myaccount/> and follow the instructions. Activating your Oak e-mail account is critical because the university sends class schedules and grade reports to you via e-mail.

The department requires you to activate and use your university Oak e-mail account. All department e-mail communications to you will be sent to your Oak e-mail address. Instructions for forwarding your e-mail from your Oak account can be found on the same Web site where you activate your account.

**Obtaining your ID card.** University ID cards are available at the HDL Center. Go to <http://technology.ohio.edu/idcards> for information about why you need an ID card and a link to a map to the HDL Center.

**Visiting Parking Services.** If you have a car and plan to park on campus, go to Parking Services to purchase a parking hang tag (\$35 per quarter). Before you go, check [www.facilities.ohiou.edu/parking/std\\_permits.htm](http://www.facilities.ohiou.edu/parking/std_permits.htm).

This site contains information about documentation you need to take with you in order to request a parking hang tag. However, if your residence falls within a certain mileage parameter from campus, you will not be issued a permit.

**Registering for Classes.** Online registration is available at [www.ohio.edu/registrar/](http://www.ohio.edu/registrar/). You will need your Registration Access Code (RAC) to register for classes. This code is found on your Degree Audit Reporting System (DARS) report, available from your advisor. (Continuing students may access their current DARS and RAC online at <http://www.ohio.edu/registrar/darsonline.cfm>.) If you click on "Register for Classes" on the Registrar's Web site, you can determine when online registration is available. *If you are a new student, you will not be able to register until the first day of classes.*

Before registering for the first time, meet with your advisor to plan your program of study. Each quarter, you will receive an updated DARS report that charts your progress as you complete your program requirements. Please note that your RAC changes each quarter.

You'll receive your first DARS report at the department graduate orientation. After that, your DARS report will be distributed to your department mailbox (DARS are also available online on the Registrar's Web site).

To see the most current listing of all courses offered for any given quarter, go to the Registrar's Web site and click on "Course Offerings" under Online Services/for Students.

## Assistantships, Tuition Scholarships, and Fees

If you have been awarded an assistantship, you also qualify for a tuition scholarship. However, each quarter you are required to pay the university's General Fee, the College of Arts and Sciences Technology Fee, and health insurance if you are not covered by another policy. For academic year 2007-2008, the following rates and fees are in effect.

### Department Assistantship Rates per Quarter

PhD	\$4,875
MS/MSES	\$4,025

General Fee per quarter: \$591\*

College of Arts and Sciences Technology Fee per quarter: \$50

Health Insurance per quarter: \$306 (coverage runs Sept. 1-Aug. 31 but is paid only in fall, winter, and spring quarters).\*\*

During fall, winter, spring, and summer quarters, if you are receiving an assistantship, you are required to register for a minimum number of hours of graduate credit as follows.

Degree	Number of hours / qtr
MS/MSES	15
PhD	12 hrs***

\*For students with assistantships, Graduate Studies pays \$205 of the General Fee. Therefore, the actual cost to you is \$386 per quarter.

\*\*University health insurance is an injury and sickness insurance plan that does not cover routine or preventive procedures such as physical examinations. See *Resources* in the Appendices of this handbook for information on accessing plan details.

\*\*\*If you have a fellowship (e.g., NSF, named university, etc.), you must register for 15 hours.

If you do not have a summer assistantship, tuition scholarships are available if you have an assistantship for the preceding spring quarter or following fall. For this special summer tuition scholarship, you must register for a minimum of 15 hours of graduate credit and pay the General Fee and college technology fee.

In addition to the special summer tuition scholarship, you may be eligible for a summer ministipend to cover the General Fee. Students with an assistantship must use those funds to cover the General Fee.

If your GPA falls below 3.0, you will be placed on probation and your funding will be reviewed. Please note that a 3.0 is a "B", not a "B-"; i.e., a B- is less than a 3.0 (2.67). See page 13 for a list of points assigned to letter grades.

## Department Office, Services, and Facilities

The department office is open weekdays 8:00 a.m. to 5:00 p.m.

The university is closed and classes are not in session on the following holidays:

Date	Holiday
September 3, 2007 (Monday)	Labor Day
November 12, 2007 (Monday)	Veterans Day
November 22, 2007 (Thursday)	Thanksgiving
November 23, 2007 (Friday)	Columbus Day observed
December 24, 2007 (Monday)	Presidents' Day observed
December 25, 2007 (Tuesday)	Christmas Day
January 1, 2008 (Tuesday)	New Year's Day
January 21, 2008 (Monday)	Martin Luther King, Jr. Day
May 26, 2008 (Monday)	Memorial Day
July 4, 2008 (Friday)	Independence Day

### Computer Lab

A 3-workstation computer lab reserved for department use only is located in Porter Hall 410. Software available on lab computers includes Office XP, Sigma Plot, SAS, NCSS, Acrobat Professional, and Photoshop. Two scanners are available, as well.

Students are assigned space on the department server for storing files, which can then be accessed from off campus. Please see the department IT administrator for more information.

Your lab key will open the computer lab door. The computer lab is available every day, 24 hours a day, except when the room is reserved for classes. In that case, a notice is posted on the door.

Computers in the computer lab are networked to the copier/printer in the department mail/copy room. Graduate students may print and copy a total of 300 sheets free each quarter. Anything in excess of 300 is billed to the student at \$.05 per sheet at the end of each quarter.

### Facilities

The department maintains several research and teaching facilities, including a greenhouse (located behind Scott Quad); a land lab at the Ridges; a garden on West State Street; three herbaria (one in Porter 409; one in the Botanical Research Facility behind Scott Quad, and a paleobotanical herbarium at the Ridges); the Genomics Facility (located in Porter 510); and the Dysart Woods Laboratory (an old-growth oak forest in Belmont County).

## **Fax Machine**

A fax machine is available in the department office suite for professional use. The number is 593 1130.

## **Keys**

Check with the department office for a key that allows access to your advisor's lab, the department office suite, laboratory classrooms and shared research spaces, and the exterior door of Porter Hall.

## **Mail and Postage**

Mail is picked up from and delivered to the department office once daily at about 10:30 a.m. Office staff will distribute mail to your assigned mailbox. Please avoid using your department address for personal mail such as utility bills or bank statements.

The department will pay the cost of mailing manuscript and grant submissions and graduate student publications.

Your mailing address format for receiving mail is:

Your name  
Department of Environmental and Plant Biology  
Ohio University  
Porter Hall 315  
Athens OH 45701-2979

There is a United States Post Office located in Baker Center 408. For hours of operation, call 592 4510.

## **Photocopying**

You will be assigned a personal code that provides access to the copier located in the department office suite. Graduate students are allotted a total of 300 free copies and/or printed sheets from the computer lab each quarter. Copies in excess of 300 cost \$.05 each and are billed at the end of the quarter. The department will pay for copying associated with grant applications, including internal (i.e., university) grants such as Graduate Student Senate Original Work and travel grants.

If you need to make copies for a class for which you are a TA, check with the department office for the copier code for that class.

## Paychecks

For the academic year, those students with assistantships receive paychecks on the first day of the month, or, if the first falls on a weekend or holiday, the last working day before.

***The first paycheck of the academic year is not issued until October 1.***

See the chart below for months that paychecks are issued, including summer dates if you have a summer assistantship.

*Please note that you receive only two paychecks during summer.*

<b>Academic Year Pay Date</b>
October 1
November 1
December 1
January 1
February 1
March 1
April 1
May 1
June 1
<b>Summer Pay Date</b>
July 1
August 1

Paycheck receipts are delivered to your mailbox in the department office suite, if you have Direct Deposit (see below). Otherwise, office staff are required to hold your paycheck until you sign for it.

You are strongly encouraged to take advantage of the university's Direct Deposit program. When you enroll in the program, your funds are available at your bank two to three days before payday. The Direct Deposit Authorization form can be found on the following site:

[www.ohio.edu/finance/forms/payroll.cfm](http://www.ohio.edu/finance/forms/payroll.cfm). Attach a blank check to the form and either send it via campus mail to Payroll at the HDL Center, Suite 214, or take it to Payroll in person.

During the academic year, you can arrange to have the general fee, student legal fee, health insurance premium, and college technology fee deducted automatically and incrementally from your paycheck. *However, Payroll does not offer such deduction services during the summer.* If necessary, you can arrange a payment schedule for the summer only with the Bursar.

## Department Responsibilities

### Chemical Hygiene Training

All graduate students are required to complete a university training course in chemical safety and receive certification of successful completion. The department Chemical Hygiene Officer will contact new graduate students about scheduling the training.

### Colloquium

During the academic year, the department hosts a visiting scientist each week who gives a research presentation and meets with students and faculty. Colloquium is an excellent opportunity to network and make professional connections. *Attendance at colloquium is required.*

### Committees

Graduate student representatives are elected by their peers to serve on the following department committees:

*Awards Committee.* Chooses eligible undergraduates for department scholarships which are given at the department's annual Awards Ceremony in June.

*Curriculum Committee.* Reviews department curriculum changes and additions and prepares them for submission to the College Curriculum Committee.

*Graduate Committee.* Reviews graduate curriculum and oversees graduate programs.

*IT Committee.* Recommends policy and submits technology funding requests to the college.

*Recruitment Committee.* Formulates and implements marketing strategies for the department's programs.

A graduate student also is elected to act as a representative at department meetings; another is elected to serve as a representative to Graduate Student Senate.

### Equipment or Facilities Problems

Report equipment or facility problems *immediately* to the department office (e.g., autoclave door won't work; faucet dripping, etc.). Leave a message after hours with the department administrator at 3 1125. *If you observe an after-hours emergency (e.g., flooding), call Facilities Management right away at 3 2911.*

## Social Events

Attendance is expected at the following department events: graduate research symposium and department picnic, both of which take place early in fall quarter; and department Awards Ceremony, which takes place in early June before commencement.

## Teaching Assignments

Each quarter, the graduate chair will make teaching and department assignments based upon your schedule and availability. Once assignments are made, it is your responsibility to immediately contact the faculty or staff member you will be assisting. On average, a teaching assistantship requires 15 hours' work per week.

Some classes, but especially BIOL 101 (of which the department offers multiple sections each quarter), hold weekly pedagogy sessions that you are required to attend if you are a TA for those classes. Pedagogy sessions prepare you to oversee the lab activities for the coming week. If you are assigned to assist with BIOL 101, PBI0 114, or PBI0 211, you must register for PBI0 670 for one credit—this accounts for your time in pedagogy.

Where multiple TAs are assigned to a single lab session, often one TA is designated as a “lead” TA. The lead TA oversees the lab sessions, gives quizzes, and maintains grades. In large classes, e.g., BIOL 101 or PBI0 103, TA duties may include proctoring and/or grading exams and quizzes.

If you are unable to meet your responsibilities as a teaching assistant for any reason (including illness, emergency, or family obligation), notify the faculty member you are assisting as soon as possible. *You also must arrange for another qualified graduate student in the department to take your place.*

## Vans

The department owns two 15-passenger vans used for class field trips. University policy requires that van drivers complete training before being permitted to drive the vans. Your advisor or a faculty member in whose class you are assisting may ask you to undergo training and obtain certification as part of your duties.

Information on van training may be found at [www.facilities.ohiou.edu/trans/15van.htm](http://www.facilities.ohiou.edu/trans/15van.htm).

See department office staff for van reservations and keys.

*Should you have an accident while driving a department van, no matter how inconsequential the accident may seem, department policy requires that you call the police and file an accident report.*

## Funding for Conferences

During each fiscal year (July 1-June 30), graduate students may request limited department funding for conference expenses. See the table below for maximum amounts available per student per year.

Degree Program	Amount
MS/MSES	\$300
MCB PhD	\$300*
PBIO PhD	\$600

\*MCB PhD students receive less than PBIO PhD students because they also are eligible for conference assistance from MCB.

The following requirements must be met in order to receive department funding:

1. You are a first author on a paper or poster.
2. You complete a Travel Authorization Request form (found on the department graduate student Web site). The form asks for travel and conference costs and other funding sources. In addition, graduate students are expected to apply for other internal (university) and external funding for conference activity.
3. You submit an electronic copy of your abstract, along with a hard copy of the completed Travel Authorization Request form, to the graduate chair for approval.

A one-time only department award of \$150 is available to graduate students who have never attended a professional conference and are not presenting research.

The university's Office of Research and Sponsored Programs and Graduate Student Senate also provide funding competitively for research and conference attendance. Professional organizations are another resource for financial support. Faculty with whom you are doing research may have limited funds to assist with conference attendance and research costs, as well.

To minimize out-of-pocket costs, contact the department administrator about charging abstract submission fees, conference registration, poster reproduction, and air fare against your department funding. The department administrator also can provide guidance on documenting expenses while at a conference and requesting reimbursement upon your return.

If you receive department monies to travel and present research at a conference, you are required to acknowledge the "Hiram Roy Wilson Fund in Environmental and Plant Biology" for financial support. You also must present your research at the department's Graduate Research Symposium held early each fall quarter.

## Miscellaneous

### Electronic Submission of Theses and Dissertations

Currently, the university and the department of Environmental and Plant Biology do not require but strongly encourage graduate students to electronically submit theses and dissertations. It is wise to submit your electronic thesis/dissertation draft for formatting review to the Thesis and Dissertation Office before you defend. Failure to do so could delay your graduation date.

The department stocks 100% cotton paper for printing signature sheets for theses and dissertations. Check with the department office for supplies.

### Evaluations

As a teaching assistant, you will be evaluated each quarter by the students whose lab sections you oversee. You'll also distribute and then collect the lecture section evaluation forms for the faculty member you've assisted during the quarter.

Once your evaluations are processed, you will receive a quantitative assessment of your teaching performance, as well as written comments by students.

### Grades

The grading system at Ohio University is based upon the following point scale.

Grade	Points	Grade	Points
A	4.0	C	2.0
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.0	D	1.0
B-	2.67	D-	.67
C+	2.33	F	0.0

In addition to letter grades such as those above, you also may see the following on your grade report.

CR = Credit. Usually given for completion of seminars, research projects, and thesis/dissertation credit.

PR = Progress. Given in courses for which work is not yet complete or that extend over more than one quarter.

I = Incomplete. Given when progress has been made but required work has not been completed. *An "I" automatically becomes an "F" six weeks into the next quarter in which you enroll unless the grade is changed by the instructor of the class before the deadline.*

## **Greenhouse**

The department maintains a greenhouse and botanical garden, located behind Scott Quad. Space is available in the greenhouse for research projects. Please read about greenhouse policies and procedures on the graduate student Web site. To request research space in the greenhouse, complete and submit a Greenhouse Space Request Form (also available on the graduate student Web site) to the greenhouse manager. Space is limited and available on a first come, first served basis.

As a TA, you may need to request plant material for class. Consult the greenhouse policies for procedures for requesting class materials or class tours of the facility.

## ***Graduate Guidelines***

The department's *Graduate Guidelines* is located on the graduate student Web page. The *Guidelines* outlines program requirements that you need to know as you meet with your advisor and schedule classes. It is important that you carefully review and become familiar with those sections of the *Guidelines* that apply to you. If you have questions, ask your advisor or the graduate chair.

In addition, MSES students should be familiar with the MSES *Guidelines*, and MCB students with the MCB *Memorandum of Agreement*.

## **A Final Word**

As a new graduate student at Ohio University, you are entering a world that is different in two key respects.

First, if you are unfamiliar with the quarter system, adapting to it can be difficult. A ten-week quarter may seem rushed and intense—especially if you have never taken graduate classes before.

And second, the time commitment required of graduate students may feel overwhelming initially. Being a graduate student involves working more than 40 hours a week. Graduate classes are complex and demanding. Different mentors (advisors) have different expectations—for example, your mentor may count on you to work on research during the day in their lab when you're not attending class.

Given these challenges, it is all the more important that mentors and students work cooperatively to make the graduate experience a positive one.

Be proactive about your graduate career. As soon as possible, meet with your mentor to discuss expectations. Communication should always be open. Don't wait to address problems with coursework or research. Keep your mentor informed in a timely manner about your schedule if you're going to be absent from campus for a length of time.

Although many graduate students in Environmental and Plant Biology are part of interdisciplinary programs, the graduate chair is available for consultation to all students in the department. The graduate chair holds office hours reserved for graduate students, and also can be contacted via e-mail.

## **Appendices**

Department Administration and Staff

Department Faculty

Graduate Students

Resources

## Department Administration and Staff

Name	Title	E-Mail*	Office	Phone**
Gar Rothwell	Chair	rothwell	Porter 317A	3 1125
Philip Cantino	Assoc Chair	cantino	Porter 411A	3 1128
Morgan Vis	Grad Chair	vis-chia	Porter 400A	3 1134
Martha Bishop	Lab Coord	bishopm	Porter 302/303	3 4552
Harold Blazier	Grnhse Mgr	blazier	BRF 204	3 4547
Jeff Harmison	IT Admin	harmison	Porter 307B	3 0716
Aaron Mather	Asst GH Mgr	mather	BRF 102	7 1628
Connie Pollard	Dept Admin	pollard	Porter 315B	3 1125
<b>Dept fax</b>			<b>Porter 317</b>	<b>3 1130</b>

## Department Faculty

Name	E-Mail	Office	Phone
Ballard, Harvey	ballardh	Porter 406	3 4659
Brown, Kim	brownk4	Porter 419A	3 1122
Cantino, Philip	cantino	Porter 411A	3 1128
DeForest, Jared	Deforest	Porter 309A	3 0742
Faik, Ahmed	faik	Porter 512A	3 1121
Gleissberg, Stefan	Gleissbe	Porter 500A	3 2549
Matlack, Glenn	matlack	Porter 405	3 1131
McCarthy, Brian	mccarthy	Porter 416B	3 1615
Mitchell, John	mitchelj	Porter 307E	3 4548
Rothwell, Gar	rothwell	Porter 401E	3 1129
Showalter, Allan	showalte	Porter 504B	3 1135
Smith, Ivan	smithi	Porter 307A	3 4550
Trese, Arthur	trese	Porter 414	3 0260
Vis, Morgan	vis-chia	Porter 400A	3 1134
Wyatt, Sarah	wyatts	Porter 508A	3 1133
<b>Other</b>			
Brown lab		Porter 419	3 0405
Faik lab		Porter 512	3 2434
McCarthy lab		Porter 416	7 3116
Showalter lab		Porter 504	3 1132
Wyatt lab		Porter 508	7 3142

\*Full e-mail syntax is name@ohio.edu.

\*\*Area code for Athens is 740. On university telephones, press "9" for outside line. Local telephone prefixes if dialing off-campus are either 593, 597, or 566.

## Graduate Students

Name	Advisor	Program	E-Mail*
Bartholmes, Conny	Gleissberg	PhD MCB	cb271507
Bhattacharya, Anandi	Faik	PhD MCB	ab223607
Chatterjee, Mohor	Faik	PhD MCB	mc280706
Dodson, Thomas	Ballard/Matlack	MS	td356306
Donnell, Aliya	Cantino	PhD PBIO	ad328507
Flicker, Ben	Ballard	MS	bf996800
Gilland, Keith	McCarthy	PhD PBIO	kg548007
Havran, John (Chris)	Ballard	PhD PBIO	jh175704
Hougen, Krysta	Matlack	MS	kh338806
House, Denise	Vis	MS	dh143603
Justus, Betsy	Wyatt	PhD MCB	bj335106
Larson, Jason	Cantino	MSES	jl248407
Liang, Yan	Showalter	PhD MCB	yl214306
Miller, Nathaniel	Matlack	MS PBIO	nm177505
Polgar, Sarah	Brown	MSES	sp210505
Ramprasad, Vijay	McCarthy	PhD PBIO	vr171305
Schaub, Joanna	Matlack	MS	js307094
Schori, Melanie	Ballard/Cantino	PhD PBIO	ms335704
Schweizer, Peter	Matlack	PhD BIOS/PBIO	ps128502
Scott, Gerald	McCarthy	MS	gs917005
Shen, Kaiyu	Wyatt	PhD MCB	ks280007
Smucker, Nathan	Vis	PhD PBIO	ns218005
Wahlert, Gregory	Ballard	PhD PBIO	gw807105
Wang, Yunjing	Wyatt	PhD MCB	yw195203
Wiley, John	McCarthy	MS	jw197406
Zeng, Wei	Faik	PhD MCB	wz134903
Zhang, Yizhu	Showalter	PhD MCB	yz249203

\*Full e-mail syntax is, e.g., aa123456@ohio.edu

## Resources

[www.plantbio.ohiou.edu/](http://www.plantbio.ohiou.edu/)

The department Web site. Especially see the Graduate Students pages for forms, policies, procedures, and the Graduate *Guidelines*.

[www.cas.ohiou.edu/](http://www.cas.ohiou.edu/)

The College of Arts and Sciences Web site, which provides information on format and procedure for submitting theses and dissertations; important dates; graduate student forms; and FAQs on graduate programs. It also contains a link to Graduate Student Services.

[www.ohiou.edu/graduate/](http://www.ohiou.edu/graduate/)

Graduate Studies Web site has information on electronic theses and dissertations.

[www.ohiou.edu/~gss/](http://www.ohiou.edu/~gss/)

Graduate Student Senate is a good resource for travel and research funds. The GSS Web site also provides information on initiatives and developments of interest to graduate students.

[www.research.ohiou.edu/index.php?section=4](http://www.research.ohiou.edu/index.php?section=4)

The Office of Research and Sponsored Programs' site is valuable for information on university funding resources for research and travel.

[www.ohio.edu](http://www.ohio.edu)

Front door to the university Web site. If you click on "Name Directory" in the upper right corner and enter a person's name, you will find their contact information. Note: enter the name as "John Smith," not last name first (Smith, John). Also, easily access campus and parking maps by clicking on "Map and Tour" at the far right on the green bar.

[www.ohiou.edu/students/](http://www.ohiou.edu/students/)

A wealth of information ranging from course listings, to the university academic calendar, to links for offices such as Graduate Student Services.

[www.ohiou.edu/isfs/](http://www.ohiou.edu/isfs/)

Excellent resource for international students, the Web site for International Student and Faculty Services includes information on orientation, living in the Athens community, visas, and a calendar of events.

[www.ohiou.edu/hudson/index.htm](http://www.ohiou.edu/hudson/index.htm)

Resource for services provided by the university's health center.

[www.ohio.edu/software/index.cfm](http://www.ohio.edu/software/index.cfm)

Information about buying software at greatly reduced rates.

Graduate Catalog

Issued every two years; the next is due fall 2007. Can also be accessed online at [www.ohiou.edu/gcatalog/](http://www.ohiou.edu/gcatalog/). Information in the catalog may not be current.

[www.ohio.edu/registrar/](http://www.ohio.edu/registrar/)

Provides easy access to your class schedule and grades; allows you to register, apply for graduation, update your contact information, and request transcripts online.

[www.finance.ohiou.edu/bursar/index.html](http://www.finance.ohiou.edu/bursar/index.html)

Use this Web site to get current statements of your billing status as well as to pay bills online.