OFFICE PROCEDURES FOR GRADUATE STUDENTS

KEYS:
You will be issued an outside building key, a key to your office, a key to your teaching lab, and a computer workroom key. Requests for any other keys must be accompanied by written permission of the person in charge of the room. Please see the graduate secretary in room 217 to order keys. Graduate students are not issued master keys.

OFFICE SPACE:
As many teaching and research assistants/as can be accommodated will be assigned office space. Office assignments will be made by the graduate secretary in consultation with the graduate coordinator and department chair.

MAIL:
Each graduate student will be assigned a mailbox. These are located in Room 217; please see the Graduate Secretary if you do not have one. Mail is picked up and delivered daily in the department (around 2 p.m.). You may leave any outgoing mail in the outgoing mailboxes located near the faculty mailboxes. No postage will be paid by the Department. Please use your home address for personal mail and magazines. If you receive a blue paper in your mailbox, please check the space (in the department office) reserved for large packages or other mail too large for your mailbox.

STOCKROOM:
The biology stockroom is located in Room 230 LSC. A copy of the stockroom procedures is available in the office or can be obtained from Chris Hess, Stockroom Manager.

TELEPHONE:
Please announce to your lab students that you can be reached only by voice mail or email. Long distance calls are not allowed, unless cleared through the Chair or Administrative Assistant in advance.

SUPPLIES:
Teaching assistants/fellows will be supplied with pens, pencils, paper, grade books, etc., for teaching-related work only. See the Graduate Secretary to receive these supplies.

JOB OPPORTUNITIES:
Current job listings will be posted on the graduate student bulletin board. The University Placement Office will also assist in your job search. You are responsible for typing your own job-related letters/correspondence and supplying your own postage.

GRADUATE PROGRAM INFORMATION:
Flyers concerning graduate programs at other universities are posted as space is available in the second floor stairwells. The BGSU Graduate Catalog and Peterson's Guide to Graduate Studies are available on-line.
**TYPING:**
Teaching assistants and fellows are to type (word process) their own lab tests, handouts, etc.

Graduate students are responsible for their own papers, reports, theses, dissertations, etc. Only those manuscripts which are co-authored by a faculty member will be typed in the office. See the Administrative Assistant regarding grant application typing.

**CURRICULUM VITAE PREPARATION:**
Graduate students in the Ph.D. program may have a resume and letters of application typed and laser printed by office staff. In addition, office staff will provide assistance in formatting and set-up of both resumes and letters of application. Please see the Graduate Secretary for more information.

**COPYING:**
Graduate students are **NOT** permitted to operate the copiers in the Copy Room.

If you need copying assistance with research-related materials, theses and dissertations, the procedures is as follows: Bring item(s) to be copied to the Copy Room (217 LSC) at least 24 hours in advance, fill out a blue copy request slip, indicating your name and number of copies needed. Pick up your copies either in your mailbox or in the office. Copies will be made once a day. You will be billed six cents per page for these copies -- at the end of each semester.

If you need copies of tests made for a class which you are teaching, first notify the appropriate office staff, then place in "Exams to be Copied" work basket in the office at least two working days in advance.

For handouts and exams, fill out a **green** copy request slip, indicating instructions for copying. These copies will be placed back in your mailbox when finished (tests will be held in the office for you to pick up). **DO NOT PUT TESTS OR QUIZZES TO BE COPIED IN THE COPY ROOM. BRING THEM INTO THE OFFICE AND GIVE THEM TO A STAFF PERSON.**

A copy of copyright regulations is posted in the Copy Room. The ultimate responsibility for following these regulations lies with the person requesting copies.

**COMPUTING:**
Room 321 is a computer facility for the use of faculty and graduate students. The room is to be kept locked at all times. Keys may be ordered in Room 217. Do not print multiple copies on department printers. Multiple copies of manuscripts should be photocopied from the original.

**LASER PRINTING:**
Policy for printing resumes, etc., for graduate students: Resumes and other related materials for application for positions will be printed at 6¢ per page. Requests that are to go out under Department letterhead must be endorsed by the advisor as appropriately representing our department. Also, any resumes, etc., that are requested for your advisor must have your advisor's signature on the green request sheet. A bill will be attached to your completed requests and payment is due on receipt. Failure to remit will result in no printing privileges. **THESIS AND DISSERTATIONS CAN NOT BE PRINTED ON THE FACULTY LASER PRINTER.**

**ANIMAL FACILITY USE:**
All graduate students who use the Animal Housing Facilities will be expected to assist in the Facility. Duties will be worked out with the Director of the Animal Facility (2-8753).