

Departmental Resources and Policies

It is the Department's desire that students should be given adequate support and assistance for their graduate program. The following information gives details on some of the resources that are available and the limitations placed on their use.

Desk: Each student is assigned a desk in a graduate student office, subject to availability. In the case of limited space, the Department Head will be responsible for resource assignment decisions. It is your responsibility to keep the office space clean.

Computers and Networks: Computers, printers, and network resources including E-mail privileges are available for graduate student use in their office and at various locations in Ag Hall and BAEL. Before using the computers, other than in your office, obtain permission from the professor responsible for that machine. The use of OSU and Departmental computer facilities should be for required activities only. Recreational activities such as games and music are inappropriate uses. Computers, printers and the network are for departmental personnel use only. *Do not allow others to use our computer resources.* It is inappropriate and will subject you to disciplinary action.

OSU policy states: "Any unauthorized or improper use of university computer facilities (University Computer Center project numbers, microcomputer laboratories, terminal facilities, software, etc.) will subject the offender to costs incurred and University disciplinary action. Such action may include suspension."

Telephone: Telephones are available in each graduate office for local calls only. Long distance calls must be pre-approved by your major professor, who will provide the necessary access number. Departmental phones are for OSU business and limited personal contact (short calls from your family or friends). *Do not provide any OSU phone number as the contact for credit card accounts, banking, or other personal business.*

Copier: A copy machine is located in Room 110 Ag Hall. With the use of an appropriate code, it may be used for project copies. The access number must be obtained from your adviser. The cost for all personal or class work copies must be paid in 111 Ag Hall at time of copying. Please check with the secretary in Room 111 before using the copy machine for the first time and for assistance in making double-sided copies, transparencies, or copying other than standard 8-1/2" x 11" sheets.

Mail: A mail box located in Room 110 Ag Hall will be provided. Mail, announcements and other items for you will be left there, and you will be held responsible for checking it on a regular basis. The mail service is limited to OSU business. *Do not provide this mail address as the contact for credit cards accounts, banking, or other personal business. If personal business mail is sent to this address, it will be returned to the sender.*

Secretaries: Requests for secretarial assistance, such as word processing, should always be routed through your adviser. Please do not directly ask the secretaries for assistance or use of their equipment.

While we want the Department to maintain a congenial atmosphere, we request you refrain from social activities in the secretarial offices. If you have business in a secretarial office, it should be conducted promptly. We must maintain a professional business-like environment in our office BAE areas. Similarly, in the common graduate student offices, you should respect the need to minimize distractions to your office mates.

BAE Machine Shop: Assistance from shop personnel is arranged by submitting a Work Order with detailed plans to the Shop Manager (See Lab Policies section). These Work Order forms should be pre-approved by your major professor, who will provide the appropriate account number for related expenses.

Truck and Cars: The Department maintains a fleet of trucks and the University Motor Pool has cars. You may use these vehicles for project work (1) if recommended by your adviser (including an account number), (2) if you have a driver's license valid in Oklahoma and (3) if you are currently employed by the Department. If you use a motor pool vehicle, you must also obtain an authorization card from your advisor.

Purchases: All purchases made by graduate students from departmental funds must be approved by the student's adviser. The faculty will provide instruction on the necessary purchasing procedures and using credit cards.

Out of state Travel: When you travel out-of-state for any reason, you must either be on Annual Leave or have previously filed and received approval for out-of-state travel via the AIRS system.

Leaving OSU: Upon graduating or ceasing resident graduate study, you must return all keys to Ag Hall 111. All instruments, materials and tools must be returned to their proper place. Talk to your advisor to determine if research sample materials should be disposed or stored. Your desk and surrounding area shall be clean and ready for the next student before you leave.