

Policy Overview

This is an overview and summary of the major policies governing Dr. Walker's courses and research laboratory. Many of the documents and policy descriptions can be found on Dr. Walker's webpage at <http://www.cc.ysu.edu/~grwalker> . I have formulated these policies to enable me to discharge my professional responsibilities in an orderly and efficient manner.

General policies-

- Letters of recommendation- I consider letters of recommendation are very important part of my professional responsibilities and take writing them very seriously. For these reasons I have defined my policy concerning whom I write letters for and what is expected from those wanting a letter from me in the following document, *Recommendation Letter Pol.pdf* .
- Office hours and arranged meeting times. - My office hours are set up so I have time to address student problems and to conduct advisement activities as part of my duties. They are not social times and should only be used to address specific issues. My schedule is posted on my website.
- Advisement- Student need to seek advice associated with their matriculation through the university and in planning their professional futures. The better prepared the student is before they approach me the better I can serve their needs. Please follow the advisement procedures are the document entitles *Advisement Procedures*. (Can be found on website).

Courses- Course policies are described in the syllabi for my courses. The student is expected to follow all class policies stated in class, in the syllabus or in any other relevant media specific for this class. No grades will be reported to the student until the student has submitted to me a signed statement of understanding found at the end of each syllabus.

- Cell phones- All cellular telephones are to be turned off in the classroom during the lecture!!!!!! (I turn mine off and expect you to do the same.). Any cell phone found on during the examination is immediately considered cheating, with out question.
- Classroom disruptions- Disruptions in class will not be tolerated. Anything that interferes with my classroom and the student's ability to learn will be dealt with in a manner that will restore the learning environment.
- Grade posting- Identity theft is a serious problem in our country and because of this I have a specific policy in order to comply with government guidelines and regulations.

Policy: I will **not** under any circumstances release grades or exam scores over the phone or via e-mail. I am **not allowed to and will not** post the grades and scores with any personal Identifier, such as social security number or patron ID. If you want your scores from exams posted you must give me a personal identification code (PIC) and release me of responsibility (see last page for the posting waiver). If you don't want your grades posted, then you can come to my office hours and I will inform you of your exam score. I am not allowed to post final grades. The **only way you can access your final grade** for the course is to access it online through QUE system or the grades will be mailed to you.

- Grade Reviews Changes and Incompletes- **Note: If you want to review your grade on an exam, you can do so by the end of the first week after the exam.** Do not expect me to go back and review all of your tests and quizzes after the term has ended. It is too late by then. After the term ends, I will only allow you to review your final exam to make sure it was graded correctly (Most probably it was). I will not engage in a debate of your final grade. Your grade can only be changed if it is discovered that there was a significant error in the grade determination. An **incomplete** is only given with **advanced notice and a valid excuse**. The situation has to be beyond the student's control resulting in the student inability to complete all of the assigned items required for a grade. Taking an incomplete so you can take it over for a better grade is **not a valid excuse**. Documentation is necessary for the determination of a valid excuse.

- Honors credit for courses- To take a course for Honors credit the following procedure must be followed.

Expectations

Taking any of my courses for honors will require the student to write a review article of a topic related to the course content. The paper should be no shorter than fifteen pages and include a cited references section with no less than 20 peer-reviewed sources cited. The paper must be **submitted to me one week before finals week begin**. I then report completion of the honors contract to the Honors Office.

Formal Procedure (Honors Contract)

There is a formal procedure for getting honors credit in a course. Students taking any of my courses as honors are required to submit the proper paper work to the honors office (Cafaro Hall). Forms are obtained from this office. Before the student can complete this paper work, the student has to submit to me for approval a paper title and brief description of the topic. In description the student is to state the approximate paper length, content, due date and how the topic relates the any of the content in the course. This should be submitted to me in an **MS Word document**, along with the form. The MS Word document can be attached to an e-mail or handed to me on a floppy disk. When I approve this paper I will complete my portion of the form and submit it to the Honors Office. If you need to discuss the proposed paper before filling out this paper work please contact me as soon as possible at the beginning of the course.

- Make-up work and exams- There are **no make up lecture exams** unless there is a valid **and well-documented excuse for missing the exam or if pre arranged** (Note from a physician or the President of the United States). You must give the instructor **notice of a missed exam no more than 24 hours after the test was scheduled**. After this time the student will receive an F for the test (there are no exceptions).
- Extra credit- I do not offer individualized extra credit. Any bonus points or extra credit given will be offered to ALL students in the class. Don't bother asking: "is there something I can do for extra credit" when you are doing poorly in my class.
- Classroom emergencies- Fire Alarm or tornado Alert- In an emergency a klaxon will sound and if there is a fire or an emergency that requires evacuation of the building a voice will give you instruction over the loud speaker. You should be familiar with the evacuation route from this room. You should leave immediately. In case of a tornado the klaxon will sound and you will be informed to go to the tornado shelter. Make sure you know where the shelter is located and proceed to the shelter. **University Emergency Closing**- If the university is officially closed for an emergency (severe weather for example) please do not try and come to campus. This type of closing is usually announced over local radio stations and is designed for your safety. If a police officer instructs you to vacate a building or campus do so immediately!!!! **Class Cancellation**- If class has to be cancelled for whatever reason you will be informed by e-mail and a note will be posted on the lecture hall door.
- E-mailing- If you want to e-mail us make sure you provide a clear statement of your business. Include **your name and which course you are in**. It is not always obvious from the e-mail address and I have several classes. We cannot guarantee that I can respond to the e-mail because we each get over one hundred e-mails per day and sometimes e-mails get junked by mistake. It is better to address any problems to us directly, face to face.

Class E-mail- Each student is **required to activate their YSU e-mail account**, so that the instructor can efficiently and precisely communicate with the entire class at times other than class time. If you already have a personal e-mail account other than the cue mail account and you prefer this one, we suggest that you activate your CUE mail account and then set it up to forward your e-mail to your preferred account. If you have a problem with this let Drs Diggins or Walker know why you cannot use the university e-mail system.

- End of Term Procedures- The end of a semester is a hectic time. I will not debate final grades. I will not review past tests (unless they have been taken in the past week). The student should be keeping track to their own scores and, at this point in the term, already addressed any questions about past exams and scores. No last minute arrangements or haggling.

Research policies- All personnel in the research Laboratory of G.R. Walker are required to adhere to the following policies. Violation of these policies by any individual may result in the termination of the individual's participation in the research. All personnel will be required to submit a signed form indicating they will adhere to these and any other ancillary policies before they will be allowed into the lab.

- Undergraduate student expectations- Specific expectations are applied to all undergraduates working in my research laboratory. . See "*Undergrad Res Expect.pdf*". Undergraduate seeking research opportunities must fill out a formal application. These can be picked up at my office or down loaded from the website "*Researcher Interview.pdf*". Fill out the form and schedule an interview with me.
- Graduate student expectations- Specific expectations are applied to all graduate students working in my research laboratory. See "*Graduate Res Expectations.pdf*". Graduate students seeking research opportunities must fill out a formal application. These can be picked up at my office or down loaded from the website "*Researcher Interview.pdf*". Fill out the form and schedule an interview with me.
- Hired work study- From time to time, I hire work study students when finances permit. Work-study students are hired personnel and will treated as anybody that works for wages. A job description must be signed before employment begins. See "*Job description.doc*"
- Weekly progress reports- All individuals working in the research laboratory are required to report their progress weekly (**Progress Reports**). The report form can be obtained as a downloadable form formatted document in the front page of my website, "*research Progress.doc*". The report addresses the following items.

Project: Which of the listed projects are you working on or have help out with. Check the appropriate box. If you are on a project not listed check the other box.

Researcher Level: Are you a graduate student researcher, undergraduate researcher or technician? Please check the appropriate box.

Summary of Week's Laboratory Activities: State a brief summary of your research activities this week including literature research, experiment preparation and execution or any activity directed at advancing your research.

Problems Encountered and Problem Solving Reponses: Describe any technical problems you encountered. State what steps you took or will take to overcome the problems.

Usable Results Achieved: Describe and reference any data or result that would in a publication (thesis, dissertation or paper) or is an important advancement in your work.

Approximate Hours spent on research this week: Estimate the time spent on research related activities. **Do Not** include teaching or classroom times. Be honest!!!!

Self Rating: You should be self critical in this rating. I want to see how well you appraise your own effort.

- Lab notebooks- This is a federally funded laboratory and as such we must follow specific procedures for the conduct of science. Records of the activities of the laboratory are to be kept in hardbound lab notebooks. These will be provided to all who work in the laboratory. **Each page must be signed and dated by the individual whose records are in the notebook and a witness upon completion of that page.** This is also done for reasons protection of intellectual property (see below). The lab notebooks are the property of this laboratory and must remain with the laboratory when an individual leaves the service of this lab. All students can make a copy of their notebooks to take with them when they sever their association with this lab. Communication is still contingent on the permission of Dr. Walker because the contents of the notebooks are the intellectual property of this lab.
- Intellectual property- Any ideas or reagents generated from the activities in this laboratory are the property of the Dr. Walker, YSU and Any individual that played a crucial role in its development. Any finding of the research done is confidential and any discussion of these findings outside of the laboratory must be by permission of Dr. G.R. Walker. Any disclosure of sensitive data others out side of the laboratory can result in immediate dismissal from the laboratory.
- Interpersonal problems/ conflict resolution- The laboratory environment should be conducive to productive and profession research. This does not mean that everyone is going to be best friends, but that the interaction between individuals contributes to the harmonious attainment of the research goals. If interpersonal conflicts arise the individuals should work out their differences to their mutual benefit and the labs harmony. If they cannot work things out they should both contact me to set up a conflict resolution meeting. In discussion with me as mediator usually can resolve the problem. If the conflict is not worked out I will reorganize the activities of the individuals involved. As a last resort, I may have to alter the work force (let someone go) in order to restore a proper working environment.

- Health and safety (accidents)-Any accidents are to be reported to Dr. G. R. Walker and the appropriate forms filed. PI fill out "***Accident Report Form.pdf***" and employee/ student fill out "***Employee Accident report form.pdf***". These can be found on the website.
- Chain of command- As Principle Investigator (PI) and responsible Faculty member I am the head of the lab. Technicians, full time for hire researchers are directly under my supervision and ***may*** be given certain managerial responsibility over others in the lab as second in the command structure. Graduate students are the next level in seniority followed by undergraduate researchers.