

# Guidelines and Procedures for Graduate Students

## Physics Department

2022-2023

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### General Information

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#### ONID ACCOUNT (E-MAIL): <http://onid.oregonstate.edu/>

All admitted students and those eligible to register for classes should sign up for an ONID account. Please email Kelly once you have this set up so you will be added to our Graduate student email list. It is very important to check this email regularly, since this is the main source of communication between the Department (as well as the college and University) and the student.

#### ID CARD: <http://fa.oregonstate.edu/business-affairs/idcenter>

Students will need to upload a photo of themselves and a government issued ID. Additional information on obtaining an OSU ID card is here: <https://fa.oregonstate.edu/business-affairs/id-center>.

#### OFFICES

New Graduate Students will share an office-Weniger 401. Lock your office door and all other doors-- labs, teaching labs, etc.--when no one is in the room. **Please be especially certain that the computer rooms are closed and locked at all times.** Windows in first floor labs/offices or other rooms that are easily accessible from the ground should be locked.

#### KEYS

Depending on your advisor and which rooms you need access to, you will probably need two keys: one exterior building key and one that accesses your office as well as classrooms/labs. There is no fee for keys and we will make this request on your behalf. You will receive an email directly from the OSU Key Shop. Their hours of operation are 9 am-3 pm M-F and they are located within the University ID Center, Memorial Union 103.

To request additional keys you need beyond those initially issued, go to the following website: <http://www.physics.oregonstate.edu/key-request-form>.

#### AFTER-HOURS PASS

It is required that you have an after-hours pass when in Weniger Hall after normal operating hours. Security Services may ask to see this card when you are in the building, so make sure you sign it and carry this plus your student ID at all times.

#### BREAK ROOM (WENIGER 385)

Please keep this room clean! There are no janitorial services other than floor sweeping and trash emptying. This is a community area and everyone who uses it should do their part and be considerate of others using the area. Students that are not grad students working for the dept. are not allowed in this room.

## **MAIL**

There will be a mail box for each graduate student in Weniger 385. While USPS & Campus mail are much reduced, communication from the office or faculty may be placed in this box, so please check it regularly!

## **RECYCLING**

We encourage you to recycle reusable materials. Green recycling bins are available; if you would like one for your office, please let Kelly know.

Cardboard needs to be broken down and taken to the cardboard receptacle in the parking lot between Weniger and Gilbert Halls. **Do not leave cardboard in the hallway as this is a fire hazard.** Custodial staff will not remove cardboard or other recyclables left in the hallway. Glass bottles and other non-paper recyclables must be cleaned and taken to the recycling bins in the break room (385). *We appreciate your environmentally conscious endeavors.*

## **OUTGOING US/CAMPUS MAIL**

The outgoing mailbox for campus mail is located in the Physics office. There is a USPS mailbox in front of Weniger Hall on Monroe Street, which is picked up daily.

## **PHOTOCOPY MACHINE**

The photocopy machine in Weniger 305 can be used by Graduate Assistants. Please do not use the copier for thesis or personal copies. The machine will be monitored.

## **RESEARCH/READING AND CONFERENCE/THESIS COURSES**

Prior to registering for Research, Reading and Conference, or Thesis courses you may need to have department approval. Please come by the office or email Kelly before the beginning of the term. You will be given an override so that you can register.

## **TUTORING UNDERGRADUATES**

Any graduate student may tutor undergraduate students for pay. This is in addition to the TA office hours held in room 334 (the Wormhole) and does not take the place of that obligation. *Please note: TAs **MAY NOT** tutor any students in the class for which he or she is a TA.*

If you are interested in tutoring, please ask to have your information added to the tutor list maintained by the Physics office.

## **OLAF BOEDTKER STUDY LOUNGE/SPS LOUNGE (Weniger 383)**

This room is reserved for undergraduate SPS members.

## **RESERVING ROOMS**

Weniger 212, 304, 305, 328, 377, and 379 (Yunker Library)

If you need to use these rooms, please use the online reservation request form here:

<https://calendar.physics.oregonstate.edu/>. Your ONID login credentials are required.

## **YUNKER READING ROOM/LIBRARY (Weniger 379)**

Physics Graduate students, faculty and staff can use this room. It is a resource room and can be reserved for meetings. Please, respect the integrity of the room and its contents by limiting food and drink. Please replace all materials on the proper shelf. Materials are not to be taken out of the library. Request use here: <https://calendar.physics.oregonstate.edu/>.

## **PARKING PERMIT: <http://parking.oregonstate.edu/>**

Parking permits are available to purchase on the web. Please refer to the Parking Services website for the zonal parking system and prices.

**SMOKING:** <https://experience.oregonstate.edu/well-being/smoke-free-osu>

As of September 1, 2012 smoking is prohibited on the OSU campus as well as all state owned property. Please leave campus grounds if you wish to smoke.

## **BULLETIN BOARDS**

**Department Events**—Seminar information; please check this board daily.

**Physicists for Inclusion in Science (PhIS) and Miscellaneous Board**—please send submissions to Janet Tate or Corinne Manogue. PhIS website: <https://physics.oregonstate.edu/physicists-inclusion-science>.

**Conferences** - Check often for conferences at OSU and across the US and other parts of the world.

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**Payroll**  
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## **PAYROLL**

Time reporting for those who have an assistantship is done via EmpCenter. A tutorial can be found here and is highly recommended: <http://mytime.oregonstate.edu/grad-student-training>.

As a Graduate Teaching Assistant with the Department of Physics, you will be paid monthly from September 16<sup>th</sup> to June 15<sup>th</sup>. **Payday is the last working day of each month.** Earnings statements (if your pay is set up for direct deposit) will be placed in your mailbox in Weniger 385. Kelly will email you directly if there is a check for you and will secure it until you pick it up. Any changes to your check delivery, **opt-out of paper statements** or withholdings can be processed through MyOregonState online services:

<https://oregonstate.teamdynamix.com/TDClient/1935/Portal/KB/ArticleDet?ID=108882>.

Any questions regarding your pay can be directed to Kelly Carter [Kelly.carter@oregonstate.edu](mailto:Kelly.carter@oregonstate.edu).

## **TUITION REMISSION**

The department pays the tuition for all grad assistants (GTAs, GRAs) who are hired at .38 FTE (full-time equivalent) or higher. It can take 2-3 weeks into the term for processes to run, but if you receive an invoice for tuition and are entitled to remission, please let Kelly know.

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**Purchasing**  
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## **PURCHASING**

You must get permission to purchase anything on a Physics department account. Generally, you should first have permission via email from the faculty member you're working with if buying on his/her grant. Most purchases are now made via BennyBuy rather than a purchase order. More information on BennyBuy can be found here: <https://fa.oregonstate.edu/eProcurement>. Many current grad students are experienced with how to purchase through BennyBuy and can help you when you need to make a purchase for a lab.

Currently, Amazon and OSU do not have any agreement that allows you to purchase from them in BennyBuy. Contact Kelly Carter for further instructions. Any orders over \$5,000 must go through BennyBuy and require prior approval from faculty. Do NOT make a large purchase without consulting faculty and/or Kelly.

## TRAVEL

The University now uses Concur for travel and expenses. There is information here: <https://fa.oregonstate.edu/travel-and-expense>. Whenever a student is required to travel for Physics Dept. business, he/she will find these tips helpful: <https://physics.oregonstate.edu/travel-graduate-students>; <https://fa.oregonstate.edu/travel-and-expense>. **ALL TRAVEL MUST BE PRE-AUTHORIZED BEFORE MAKING RESERVATIONS.** Please use this link to begin the departmental approval process: <http://physics.oregonstate.edu/travel-information>.

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**Teaching Assistant**  
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## TEXTBOOKS AND LAB MANUALS

Desk copies of the texts you need as a TA can be checked out from the office. Textbooks must be returned at the end of each term.

## TA OFFICE HOURS

TA's need to sign up for office hours at the beginning of each term. Full TAs sign up for two hours per week, 1/2 and 1/3 TAs for one hour per week. This is required as part of your assistantship. You will receive an email with further instructions on when/how to sign up.

Office hours are held in the Wormhole - Weniger 334. Please arrive on time for your scheduled office hours. If you are unable to make it to your office hours, please try to find another grad student to cover it for you. If you are unable to find someone else, contact the office for further assistance.

## OREGON MANDATORY SICK TIME LAW

Effective January 1, 2016, Oregon's mandatory sick time law went into effect. Graduate student employees will now receive sick leave benefits as bargained for by the Coalition of Graduate Employees. Read more about sick leave policies here: <http://hr.oregonstate.edu/sick-time-law>.

## OFFICE SUPPLIES

The Department provides supplies for TA's teaching purposes only. Supplies are located in the metal cabinets in Weniger 301. If there is something you need that is not generally kept on hand, please ask to see if we can order it. You must provide your own supplies for the classes you take.

## LARGE LECTURE ROOMS

If you would like to schedule an extra study session or an exam review for a class that you TA for, please contact us in the office. We will need to request this through the Schedule Desk, and it is best to have an advance notice of five days or more.