



**GRADUATE STUDENT HANDBOOK
2010-2011
DEPARTMENT OF CHEMISTRY**

Louisiana State University
232 Choppin Hall
Baton Rouge, LA 70803
<http://chemistry.lsu.edu>

CHEMISTRY GRADUATE PROGRAM

GRADUATE HOMEPAGE: <http://chemistry.lsu.edu/site/Graduate/item1677.html>

CHEMISTRY GRADUATE OFFICE

Dr. John A. Pojman, Director of Graduate Studies
chadv@lsu.edu, 113 Choppin Hall

Dr. Zakiya Wilson, Assistant Director, Recruitment and Outreach
zwilson@lsu.edu, 101 Choppin Hall

Mrs. Deborah Carter, Graduate Coordinator, Graduate Records
dcarte8@lsu.edu, 113 Choppin Hall

Mrs. Leila Banner, Administrative Coordinator, Recruitment and Outreach
lbanner@lsu.edu, 101 Choppin Hall

CHEMISTRY GRADUATE STUDIES RULES AND REGULATIONS

PLACEMENT EXAMS

All entering graduate student are required to take placement examinations in each of the five major areas of chemistry - **Analytical, Inorganic, Macromolecular, Organic, and Physical**. These exams are used by an advisory committee to help you design an initial course work curriculum. Students who score above the minimum (60th percentile) in at least three of the five placement exams will generally be free to start their studies with any graduate level courses, while students who score below the minimum on fewer than three exams will be advised to make up their deficiencies in specific areas - usually by taking the appropriate 4000-level courses. The placement examinations are standard ACS placement exams in each field. An outline of areas covered by each exam is available once a student is accepted into the graduate program. The exams are given to all entering students just prior to registration each semester.

CONDITIONS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY

The majority of students who enter the graduate program in the Department of Chemistry work toward the Ph.D. degree. This program, like the Master's degree program (see Appendix A), typically begins with formal course work during the first year. However, there are other requirements which must be met before conferring the Ph.D., and these are spelled out in detail below.

Requirements

1. **Teaching** - All students are required to participate in a minimum of two semesters of teaching. This usually involves teaching an undergraduate laboratory - typically six contact hours per week. Willful failure to perform

satisfactorily can result in reduction of stipend or loss of the Graduate Assistantship.

2. **Cumulative Examinations** - All students must take and pass the required number of cumulative examinations. (See Appendix B. "Cumulative Examinations".)
3. **Major Professor** - Normally, students select a major professor, with whom to do research, by the beginning of the second semester of residence. (See Appendix C, "Procedure for Choosing a Major Professor".)
4. **Program of Study and Advisory Committee** - In consultation with your major professor, an official Program of Study will be prepared for submission to the Graduate School. It lists all courses (including seminars and dissertation research) taken and planned, and must be approved by all members of your Advisory Committee. The committee, assigned by the Director of Graduate Studies in consultation with you and your major professor, consists of your major professor and a minimum of three other Graduate Faculty members. This committee will offer guidance throughout your graduate career and will serve as the examining committee for both the General Exam and the Dissertation Defense. The Program of Study is due in the Graduate Office by the end of the **third** semester of residence to avoid being dropped from the program.
5. **Progress Reports** - Starting with the second year of residency, each student must submit by e-mail an annual one-page progress report on their research along with a copy of their CV to their Advisory Committee (meeting only if necessary). These reports are due by the 'Commencement date' for the spring semester of each year.
6. **Course Work** - The course work necessary for a given curriculum will generally be determined by the student in consultation with the major professor and the advisory committee. A faculty advisory committee will provide counseling during the first semester. All students will take three courses. The level of courses initially taken depends on performance on the placement exams. Five substantive courses typically make up the first-year program of study. Generally, these courses will be a mixture of 4000-level (senior undergraduate/beginning graduate) and 7000-level (graduate) courses. They can be in any area of chemistry or in a related field such as biochemistry, physics, or chemical engineering.

Foreign students will also take tests for written and speaking English administered by the English Department. Students who fail either or both tests will be required to take courses in those areas. These courses are in addition to the three required chemistry courses.

7. **General Examination** - All students are required to pass a General Examination by the end of the fifth semester in residence. (See Appendix D, "General Exam Guidelines".) Failure to take and pass the General

Examination by the deadline shall constitute a First Failure. A student may petition the faculty to allow a retake of the exam; if denied, the student will be dismissed from the Ph.D. program.

8. **Seminars**

- a. Departmental Seminars: Students are expected to attend all departmental seminars. For each of their first four regular (Fall & Spring) semesters in residence, students must also register for CHEM 7800, SECTION (Departmental Seminar).
- b. Research Seminars: Students must register for CHEM 7800, SECTION (Concentration Area) each regular semester.
- c. Cumes: Students must register for CHEM 7800, SECTION (Cumes) their first four regular semesters in residence or until they have passed the required number of cumes.
- d. Faculty Research Presentations: Students entering in the fall semester will enroll in an additional seminar, CHEM 7800 (Faculty Research Seminar), during which 1-3 research faculty members will present short presentations each week outlining their various research projects.

9. **Other** - Students are expected to fulfill all requirements and to work diligently toward completion of the degree (see "Job Description" below). The Department of Chemistry has no foreign language requirements, nor are there requirements for a minor area in chemistry.

Candidacy for the Ph.D.

The Ph.D. Qualifying Examination in the Department of Chemistry is composed of a series of Cumulative Examinations (Cumes). Successful completion of Cumes advances the student to **Applicancy** for the Ph.D. degree. (See Appendix B, "Cumulative Examinations".)

The Ph.D. General Examination in the Department of Chemistry follows the successful completion of Cumes; satisfactory performance on the General Exam advances the student to **Candidacy** for the Ph.D. degree. (See Appendix D, "General Exam Guidelines".)

Awarding the Ph.D. Degree

The final two requirements for the Ph.D. degree are (1) the submission of a satisfactory dissertation describing all aspects of the research project, and (2) an oral defense of the dissertation. The contents of the dissertation are primarily determined by the student, with advice from the major professor and the advisory committee.

A maximum of seven years will be allowed for the fulfillment of these requirements. A minimum of three full years of graduate study is required before the Ph.D. degree is granted. The average residence time is about five years.

GRADUATE STUDENT MILESTONES

In addition to satisfactory performance in formal coursework and independent research, progress toward a Chemistry Ph.D. is marked by five milestones, each of which has its own targeted time allotment. **The graduate student is responsible for insuring that the proper**

forms are filed in the Graduate Office and/or the Graduate School in a timely fashion.

The advice of your Major Professor and/or the Graduate Office should be sought whenever there are questions involving proper procedures.

1. **Cumes:** Exams begin during the 1st semester in residence; must pass six required cumes by the end of the 4th regular semester. The Graduate Office retains failed cumes until completion. Cumes constitute the first part of the Degree Candidacy Exam.
2. **Select Major Professor:** Normal selection at the end of the 1st regular semester in residence. Selection formally approved by the Graduate Faculty. *Major professor has primary responsibility for advising and guiding progress toward the degree.*
3. **Program of Study & Advisory Committee:** To be submitted no later than the end of the 3rd semester (must be on file in the Graduate School before General Exam). The advisory committee monitors formal coursework, progress toward the degree, and ultimate qualification for the degree.
4. **General Exam:** Research proposal and dissertation synopsis (written and oral) must be presented by the end of the 5th regular semester. Summer exams are **highly** discouraged. The General Exam constitutes the second part of the Degree Candidacy Exam. *Successful completion of the General Exam, reported to the Graduate School, constitutes official entry into degree candidacy.*
5. **Final Exam:** Dissertation defense within 9 – 11 semesters. **There is a mandatory funding cutoff at the end of Semester 12!**

Program of Study Request: (To be completed BEFORE you request your General Exam)

- Ph.D. forms can be downloaded from Graduate School/Graduate Records/Forms
- Speak with the professors you would like on your committee
- Complete all information very carefully (after discussing course/committee choices with your major professor)
- Save and deliver the form to Graduate Studies Office for final approval
- Get signatures of all committee members on each of the three forms
- Get Department Chair signature and sign your name where it says “Signature of Student”
- Return signed forms to the Graduate Studies Office (two will go to the Graduate School, one will remain on file)

- Prepare Request for General Exam form before or during the 5th semester

General Exam Request: (To be completed AFTER you request your Program of Study)

- Speak with your committee members about a **date for the exam**
- **Students take must schedule their general exam with the graduate office by the 'Final Date for Adding Courses for Credit' date of that semester**
- **Reserve a room** through the chemistry website (office access)
- Download the form and email it. Pick up the triplicate form from the Graduate Office
- Signatures: Get only committee chair and department chair signatures on form
- Return to the Graduate Office after signatures are secured. **If your deadline is near and you want to deliver the forms yourself to Graduate Records, please leave one original in my mailbox and bring two originals to Graduate Records, 114 David Boyd Hall.**

GRADUATE ASSISTANTSHIPS

Graduate assistants (GAs) are primarily students, not employees of the University or of the Department of Chemistry, and are subject to the following limitations:

1. Students pursuing the M.S. degree are limited to a maximum of three years of support.
2. Students pursuing the Ph.D. degree are limited to a maximum of six years of support, with a maximum of five years of departmental support.
3. Students entering with the M.S. degree in chemistry are limited to a maximum of four years of support.
4. No graduate student may hold a Graduate Assistantship for more than six years.

A Graduate student is expected to enter with, and to maintain, an acceptable academic record in order to hold a GA. A Student with a cumulative grade point average below 3.0, or who receives a "U" (unsatisfactory) in research will be placed on academic probation and may lose his/her GA until (1) the GPA is raised to 3.0, and/or (2) he/she shows satisfactory performance in research.

Duties

The duties of a Graduate Assistant in the Department of Chemistry require approximately 20 hours per week during the Fall and Spring semesters. An additional 20-40 hours must be devoted to research studies and to complete degree requirements. At least one, but normally several, of the following duties are required of all graduate students:

1. Perform assigned research.
2. Take charge of at least one undergraduate laboratory section. This will generally include:
 - a) having or acquiring knowledge of the laboratory experiments;
 - b) giving short lectures in the lab on procedures and principles;
 - c) maintaining safe and proper lab conditions;
 - d) dispensing unknowns and verifying student results;
 - e) grading quizzes, reports, and evaluating student performance in lab;
 - f) meeting students outside of class for help sessions;
 - g) preparing solutions and setting up experiments in advanced lab courses;
3. Tutor in the learning center.
4. Design and test experiments for advanced labs.
5. Maintain instruments in advanced lab courses.
6. Supervise the preparation of solutions for lab experiments.
7. Grade problem sets and examinations for lecture courses.
8. Proctor examinations.
9. Attend meetings related to teaching, proctoring or grading assignments.

Teaching assistantships (TA's) are usually expected to teach at least one summer session (generally the summer following the date of entry). TA's are fully expected to perform well in their teaching assignments. A TA not performing satisfactorily on grading and/or proctoring will receive a written warning from the Director of Graduate Studies. Two warnings in one semester will result in a stipend reduction of at least 10% effective immediately and lasting until the end of the next regular semester (fall or spring). A GA must also show satisfactory progress in their research projects and laboratory assignments. Consistent failure to do either of these can result in reduction of stipend or loss of the assistantship and/or dismissal from the graduate program.

Chemistry TA/RA Job Description

The duties of the Graduate Assistant (GA) in the Department of Chemistry are those of either a Teaching Assistant (TA) or Research Assistant (RA). Approximately 20 hours per week are required for teaching duties assigned to a TA. As a TA, an additional 20-40 hours must be devoted to research studies to complete degree requirements. GAs holding teaching assistantships are usually expected to teach at least one summer session (generally the summer following the date of entry). A full time RA does not teach and, therefore, typically involves 40-60 hours of research and study. Unsatisfactory performance in research can result in a grade of "U" and loss of stipend.

TA Duties

At least one, but normally several, of the following tasks are required of TAs.

1. To supervise at least one undergraduate laboratory section. This generally includes:

- a. Having or acquiring knowledge of the laboratory experiments;
 - b. Giving short lectures in the lab on procedures and principles;
 - c. Maintaining safe and proper lab conditions;
 - d. Dispensing unknowns and verifying student results;
 - e. Grading quizzes, reports, and evaluating student performance in labs;
 - f. Meeting students outside of class for help sessions;
 - g. Preparing solutions and setting up experiments in advanced lab courses;
2. To tutor in the learning center.
 3. To design and test experiments for advanced labs.
 4. To maintain instruments in advanced lab courses.
 5. To supervise the preparation of solutions for lab experiments.
 6. To grade problem sets and examinations for lecture courses.
 7. To proctor examinations.
 8. To attend meetings related to teaching, proctoring or grading assignments.

GAs are fully expected to perform well in their teaching assignments and to show satisfactory progress in their research projects. Consistent failure to do either of these can result in reduction of stipend or loss of the assistantship and/or dismissal from the graduate program. A TA not performing satisfactorily on any or all TA duties will receive a written warning from the Director of Graduate Studies. Two warnings in one semester will result in a stipend reduction of at least 10% effective immediately and lasting until the end of the next regular semester (fall or spring).

DEPARTMENT OF CHEMISTRY POLICY ON PLAGIARISM

Each student of the Department of Chemistry is responsible for the avoidance of plagiarism. Each faculty member is responsible for enforcement of the regulations relating to academic and professional misconduct, including plagiarism, as outlined in various publications of Louisiana State University and the American Chemical Society.

The [LSU Code of Student Conduct](#) defines plagiarism in Section 5.1.16:

“Plagiarism” is defined as the unacknowledged inclusion of someone else's words, structure, ideas, or data. When a student submits work as his/her own that includes the words, structure, ideas, or data of others, the source of this information must be acknowledged through complete, accurate, and specific references, and, if verbatim statements are included, through quotation marks as well. Failure to identify any source (including interviews, surveys, etc.), published in any medium (including on the internet) or unpublished, from which words, structure, ideas, or data have been taken, constitutes plagiarism

[http://appl003.lsu.edu/slas/dos.nsf/\\$content/Code+of+Conduct?OpenDocument](http://appl003.lsu.edu/slas/dos.nsf/$content/Code+of+Conduct?OpenDocument)

The [ACS Style Guide](#) also provides guidelines concerning attribution of another's work:

"An author should identify the source of all information quoted or offered, except that which is common knowledge. Information obtained privately, as in conversation, correspondence, or discussion with third parties, should not be used or reported in the author's work without explicit permission from the investigator with whom the information originated. Information obtained in the course of confidential services, such as refereeing manuscripts or grant applications, should be treated similarly."

<http://pubs.acs.org/page/books/styleguide/index.html?cookieSet=1>

Finally, [The Chemist's Code of Conduct](#) provides guidance for professional ethical conduct:

"Chemical professionals should strive to remain current with developments in their field, share ideas and information, keep accurate and complete laboratory records, maintain integrity in all conduct and publications, and give due credit to the contributions of others. Conflicts of interest and scientific misconduct, such as fabrication, falsification, and plagiarism, are incompatible with this Code.

[http://portal.acs.org/portal/acs/corg/content?
_nfpb=true&_pageLabel=PP_ARTICLEMAIN&node_id=1095&content_id=CTP_004007&use_s
ec=true&sec_url_var=region1&__uuid=a3395911-bc38-431f-a264-057029d653be](http://portal.acs.org/portal/acs/corg/content?_nfpb=true&_pageLabel=PP_ARTICLEMAIN&node_id=1095&content_id=CTP_004007&use_sec=true&sec_url_var=region1&__uuid=a3395911-bc38-431f-a264-057029d653be)

Real or suspected plagiarism may occur in written assignments or reports in undergraduate or graduate classes, including laboratories, in research reports presented for publication, in General Examination documents, in theses or in dissertations. If plagiarism is suspected, the relevant faculty member(s) (instructor of record, major professor, advisory committee) should seek to document and number the missing citations. Corroboration and counsel may also be sought from other faculty. However, such extra-personal communication must be kept strictly confidential by all parties, keeping the student's rights, privacy, and due process foremost in mind.

If a determination of plagiarism is made, there are two possible actions, depending on the perceived intent of the student: [**Note:** *the following is patterned after an equivalent statement by the LSU English Department*]

- If the alleged plagiarism results from a student's honest lack of knowledge of proper documentation, the faculty member may treat the situation as an

opportunity for instruction. Many instances of plagiarism can be dealt with pedagogically rather than judicially.

- If the alleged plagiarism results from a deliberate intention to deceive, and to claim as one's own the thoughts, ideas or data of another, the incident must be reported to the Dean of Students, who will then determine the course of action and the proper sanctions.

Faculty members are expected to make a judgment of intent, and that judgment will certainly be subjective. But, faculty members may not choose simply to ignore the incident. Regulations and sanctions relating to academic misconduct are detailed in the *Code of Student Conduct*, and the *Code* takes precedence in any case in which a conflict with the preceding statements of policy might occur, or when the faculty member is unable to judge intent.

For further information on plagiarism, search for "plagiarism" either on the LSU website or on the Internet. A few examples:

LSU Libraries Plagiarism Guide

<http://www.lib.lsu.edu/instruction/plagiarism2.html>

Understanding and Avoiding Plagiarism (LSU Office of Judicial Affairs)

<http://www.lsu.edu/judicialaffairs/Understandingplagarism.htm>

OTHER USEFUL INFORMATION

All forms are to be submitted to the Chemistry Graduate Studies Office regardless of final destination!

ASSISTANTSHIPS

To hold a Teaching or Research Assistantship or a Fellowship, **FULL-TIME STATUS IS REQUIRED**. Full-time is 9 hours for fall and spring semesters and 6 hours for summer semesters. Make sure that, even if a course is dropped your schedule remains full-time. If you are contacted by the Graduate School requesting documents, forms, or other information please also provide a copy of that information to the Graduate Studies Office for your graduate student file.

CHEMISTRY GRADUATE STUDENT COUNCIL (CGSC)

CGSC is organized and operated by Chemistry graduate students whose mission is to assist chemistry graduate students. CGSC provides a variety of social activities among the members of the department ranging from a Bowling Social to the Annual Crawfish Boil. CGSC also provides informational services to graduate students about department facilities and policies. Officers of CGSC are elected yearly by chemistry graduate students. Any LSU Chemistry graduate student that has not previously been a member of CGSC is eligible for election to the council. The contact information for the current council is listed below. Feel free to contact any member with any questions or concerns you may have.

President:	Sergio De Rooy (sderoo1@lsu.edu)
Vice-President:	Phillip Potter (ppotte2@lsu.edu)
Secretary:	Nyote' Oliver (nolive3@lsu.edu)
1st Treasurer:	ChaMarra Saner (csaner1@lsu.edu)
2nd Treasurer:	Franklin Uba (fuba@lsu.edu)
Public Relations:	Suzana Hamdan (shamda2.lsu.edu)

COPY MACHINE

Copying at the Middleton Library is done using a copy card. Professors provide cards for their research groups and each research group has control of their own card. Applications for copier cards can be obtained from Vickie in the main Chemistry Office (232 Choppin Hall). A copy of the application with the card number on it must be retained to the office.

DEPARTMENTAL SEMINARS

Friday seminars are held according to the schedule on the Chemistry Department webpage. The Graduate Office is not responsible for the seminar schedule. Any changes to the schedule will be reflected on the website.

E-MAIL ACCOUNTS

LSU e-mail accounts are **mandatory** – no other e-mail accounts will be posted. You must check your e-mail regularly, as this is the medium by which faculty and staff will send you information. This account is free and available through the LSU PAWS (Personal Access Web Site) at Frey Computing Services Center, next door to Choppin. Your LSU e-mail address will be posted on the Chemistry Department website.

GRADUATE CHEMISTRY BULLETIN BOARD

Outside the Graduate Studies Office, Room 113A Choppin, the bulletin board will post the Graduate School calendar, notices, deadlines, cume topics, job opportunities, etc.

KEYS

The Graduate Office will send a request to the receptionist in the main office for office and building keys for you. A \$10 deposit is collected for each key. Once you select a Research Director at the end of the first semester, it is likely you will be assigned to a more permanent office space. (Please remember to keep your contact information updated.)

MAILBOXES

Mailboxes are located adjacent to the main Chemistry Office (232 Choppin Hall). You can locate your mailbox on the alphabetical listing on the wall. Mailboxes are shared, so be careful to remove only the items addressed to you and please do not let mail stack up.

PARKING

The Office of Parking, Traffic & Transportation, located in the Public Safety Building, can answer questions concerning parking on campus. Students may pay motor vehicle fees through Payroll Deduction by making arrangements with the Office of Bursar Operations.

PAYDAY

Payday for students classified as GA 12-month is the last weekday of each month. You must choose to have your paycheck automatically deposited to your bank account. The form for Employee Authorization Agreement for Automatic Payroll Deposits allows automatic deposits to a student's bank account. Your payroll and direct information can be viewed and updated on your PAWS account under the "Financial Services" tab.

It is optional to have semester fees deducted from your stipend in equal installments. A Payroll Deduction Authorization Form needs to be on file at the Office of Bursar Operations. The Payroll Deduction option has to be selected during registration EACH SEMESTER. Contact the Graduate Coordinator via email at dcarte8@lsu.edu or 113A Choppin Hall for problems with registration, fees or payroll.

STUDENT HEALTH CENTER

All full-time and part-time students who pay the Student Health Center fee are eligible to use the services of the Student Health Center. It is recommended that students secure a reasonable level of supplemental health insurance, particularly coverage for hospital care. **It is recommended that students investigate costs and benefits BEFORE an emergency arises.**

TEMPORARY OFFICE SPACE

Temporary desk/office space is available through the Graduate Office. Upon request and availability, you will be given a room number and a professor to contact for use of space.

HOW TO COMPLETE REGISTRATION

Please note that your registration must be completed by the published payment due date or the date that is listed on the on-line fee bill remittance stub.

Zero balance fee bills: If your fee bill balance is \$0, you are still required to complete registration by selecting the "Complete Registration" button from the "Fee Bill" application via PAWS, or returning the on-line fee bill remittance stub to the Bursar's Office by the payment due date. **Completing registration will prevent your course reservations from being dropped from your schedule.**

Payment Options:

1. **On-line Check/Bank Draft:** Pay your fee bill with an on-line check/bank draft via PAWS from the "Fee Bill" application. The charge will be posted to your designated bank account within two business days. An approved payment in process will protect your schedule from being purged. Please note that a \$25 service charge will be assessed on all payments returned NSF.
2. **Credit Card:** Pay your fee bill with a Master Card or Visa credit card via PAWS from the "Fee Bill" application. Please note that there will be a 2.5% processing fee added to credit card payments. Allow two business days for the payment to credit your Bursar's account. An approved payment in process will protect your schedule from being purged.
3. **Mail:** Return the on-line remittance stub and payment to the address listed on the remittance stub.
4. **In Person:** Pay by cash, check or money order in 125 Thomas Boyd Hall.

Payment Plans: Payroll Deduction (if eligible), and the Deferred Payment Plan can be selected on PAWS.

Student Aid & Scholarships: If you anticipate some form of aid (scholarship, grant, loan, or exemption), please observe the following:

- All anticipated aid, scholarships and exemptions indicated are contingent upon the specified requirements for receiving such aid. If for any reason you do not receive an anticipated award, you will be responsible for the full balance of your account.
- Anticipated financial aid printed on the fee bill reflects only the amount of aid needed to apply to fees as of the date of this notice.
- If your financial aid is greater than the amount that you owe the University, you will be issued the remaining balance which will be processed the first week of class and be deposited into your designated bank account via direct deposit or sent as a paper check to the local mailing address. Aid balances that occur after the first day of classes will be issued as received.
- The anticipated aid will be applied to all current debt and to new semester charges.
- Students awarded federal student/parent loan funds have the right to cancel all or part of their loans through the Office of Student Aid and Scholarships within 30 days of the first class day. If you do cancel, you become responsible for the LSU account balance.

Direct Deposit: Payroll, student financial aid, credit balance refunds, travel reimbursements, and other non-payroll university reimbursements may be deposited directly to your designated bank account. Refer to the “Direct Deposit” application under “Financial Services” from your PAWS account.

Service Charge: Students who do not complete registration by the published deadline date will be subject to cancellation of their course schedule and assessment of the late registration service charge of \$75 when they complete registration.

LSU ACCOUNTING SERVICES

Information for Graduate Assistants

Graduate Assistants (GAs) are considered student employees and, therefore, are subject to IRS regulations which allows them to be exempt from paying social security and medicare tax. Thus, social security and medicare taxes are not deducted from earnings.

Academic GAs are paid September through May on the 21st of each month. Academic GAs appointed for one semester only will be paid (on the 21st) in four equal installments (September through December or February through May).

Fiscal GAs are paid July through June on the last business day of each month. Check with your department to see how you are classified. CHEMISTRY GAs ARE TYPICALLY PAID ON A "FISCAL" BASIS.

International GAs are required to have a work permit which is issued by the International Services Office. This permit signifies you have completed all necessary paperwork and are eligible to work in the U.S. If you do not have a work permit, report to the International Services Office located at 108 Hatcher Hall.

In accordance with IRS regulations, **international GAs** are required to complete their W-4 and L-4 forms claiming Single (regardless of marital status) and one personal exemption unless you are from Canada, Japan, Mexico, S. Korea or India.

GAs must **complete an I-9 form** and provide appropriate documentation for certification of eligibility to work. Usually, documentation presented are a valid driver's license and social security card. A birth certificate may be presented in lieu of a social security card. International students may provide an unexpired foreign passport with I-551 stamp or attached INS Form I-94 (or any other one of several documents named in List A on the back of the I-9) in lieu of driver's license and social security card.

You will need a Social Security Number in order to receive stipend payments. International Services Office can assist students with getting a social security number. The following **publications are available from the IRS** web site at www.irs.gov: Publication 515- Withholding of Tax on Nonresident Aliens, Publication 519- U.S. Tax Guide for Aliens and Publication 901-U.S. Tax Treaties.

Experiencing problems with your pay? Please check with your department first to ensure that all necessary paperwork has been completed and approved before contacting the Payroll Office.

Questions concerning accounts receivable deductions should be addressed to Judy Williams in the Office of Bursar Operations located at 125 Thomas Boyd Hall.

Notify Payroll any time you have an **address change**. There is a Change of Address form (AS481) available in the Payroll Office or on our web site. A current address will ensure that you receive any pertinent documents. For your protection, all address change requests must be in writing.

Direct deposit is mandatory for all employees. Your earnings will be automatically deposited into your bank account. You can get the necessary forms from the Payroll Office or sign up via PAWS.

Office of Accounting Services / Payroll Division
204 Thomas Boyd Hall, Baton Rouge, LA 70803
Tel: 578-3321 - Fax: 578-7217

Appendix A

CONDITIONS FOR THE DEGREE OF MASTER OF SCIENCE

The graduate program in the Department of Chemistry is primarily designed for students wishing to obtain a Ph.D. degree. It is therefore assumed that you will work toward the Ph.D. degree (see below) unless it is made clear that a Master of Science degree is desired. The MS degree is **not** required for those seeking the Ph.D. degree. Students transferring from the PhD to a terminal MS program may receive a teaching assistantship for one semester following the semester of the transfer.

Two types of Master's degree are given: a **Coursework** Master's, and a **Thesis** Master's. The **Coursework** Master's degree requires 36 semester hours of coursework, at least 18 hours of which must be at the graduate level (7000 and above). Of the 18 hours of graduate coursework, no more than 6 hours may be Chemistry 8900 (Problems in Chemical Research).

The **Thesis** Master's degree is the recommended and preferred terminal MS degree. It requires 30 semester hours of coursework, of which 15 hours must be at the graduate level (7000 and above). The 15 hours of graduate level courses usually consist of, but are not limited to, up to 6 hours of Thesis Research (Chemistry 8000) and no more than 9 hours of Chemistry 8900. In addition, a written thesis covering a limited topic of independent research must be presented to the Graduate School. The thesis work, which is carried out under the direction of a faculty member, must also be defended orally before your advisory committee.

Appendix B
CUMULATIVE EXAMINATIONS

1. Each new student should start taking cumulative exams at the beginning of the first regular semester in residence, and must pass the requisite number of exams (see 5. & 6. below) by the end of the fourth regular semester in residence.
2. Each student taking Cumes must register each month with the Graduate Secretary for a specific exam by Thursday prior to the Saturday exam; only the registered number of exam copies will be available on Exam Saturday.
3. Each student may take only one exam on a given Saturday; since 8 exams are given each academic year (once each month during the Fall and Spring semesters), a maximum of 16 exams may be taken.
4. Each student must declare a major area, usually by the beginning of the second semester in residence but no later than the time the third exam is passed. Choice of major area will generally be made with the advice and consent of the major advisor during the major advisor selection process; however, a new major professor may require the student to change a previously declared major area and to pass the requisite number of exams for that area.
5. Each student must pass, within the four-semester time period, a minimum of three (3) exams in the major area.
6. A minimum total of six (6) exams must be passed within four semesters.
7. The topic for each major area will be announced two weeks before the Saturday exam, and each exam will be allotted two hours to complete.
8. Each exam must be graded blind - only the student number should appear on the exam, and the grader should make no attempt to identify the examinees. The graded exams are due in the Graduate Office no later than two weeks following the examination Saturday; a "P" exam will be returned to the student, but an "F" exam will be placed in the student's file and a copy will be given to the student.
9. Failure to pass the minimum number of exams as specified in 5. and 6. above shall constitute a First Failure of the Qualifying Exam. Student may petition the faculty for a one semester extension; if denied, student will be dismissed from the Ph.D. program. [NOTE: if granted, this extension does not relieve the student of the obligation to complete the General Exam by the end of the fifth semester in residence.]
10. Failure to pass the requisite number of exams during the one-semester extension shall constitute a Second Failure of the Qualifying Exam, and hence dismissal from the Ph.D. degree program.

Appendix C

PROCEDURE FOR CHOOSING A MAJOR PROFESSOR

During the Fall Semester, all new graduate students (including any who enter during the preceding Summer Semester) will participate in the New Student Seminar (CHEM 7800), during which research-active faculty members present summaries of their research projects. Throughout that semester, each new graduate student will schedule in-depth interviews with a minimum of five faculty members. Students are strongly encouraged to especially interview the new professors in the department. Following those interviews, the students rank their top three choices and obtain a signature from each of them. After all faculty members have presented their research presentation, each student will submit their ranked listing to the Chemistry Graduate Office by the Friday prior to the Thanksgiving Holiday.

At the end of the Fall Semester, the Chairman and the Director of Graduate Studies will generate a profile of each research group, listing the number of TA's, the number of RA's, and the number of other graduate students in the group. Any group out of compliance with established guidelines will have to provide justification and a plan for coming into compliance.

Before the beginning of the Spring Semester, the entire research-active faculty will meet to discuss the new students - their progress, their problems, and their allocation to research groups. Faculty members will be given the Research Group Profiles, the students' ranked choices for Research Director, their Fall Semester grades, and such other information as deemed necessary for informed discussion. Those new students with long-term, extra-departmental support will normally be allowed their first choice for Research Director. Teaching Assistants will be allocated according to the established guidelines consistent with the research group profiles and plans for compliance.

Any graduate students entering in the Spring semester will be instructed to study the research programs in the department, to interview a minimum of five (5) faculty members, and, to submit to the graduate office, by the end of the Spring term, a rank ordered list of three (3) choices for Research Director, after obtaining a signature from each of them. The entire research-active faculty will then discuss these new students - their progress, their problems, and their allocation to research groups in the same manner as outlined above.

Appendix D

GENERAL EXAM GUIDELINES

Overview

As you start to create the documents for your general exam, check with the Department of Chemistry Graduate Office to make sure you are aware of the most recent rules and guidelines concerning the exam. The General Examination consists of an oral defense, before the student's Advisory Committee, of two documents: a dissertation research proposal, and an independent research proposal. Each document is double-spaced including text, figures and tables but not references or appendices, Arial, 11 pts. Figures should be used to judiciously augment the proposals but not dominate them.

It is important to search and read the literature carefully to make sure your independent research idea is novel and feasible. It is unpleasant but not uncommon to discover an idea has already been done or won't work just before the general exam. **You must turn in your documents to your committee members two weeks before the exam date.** List the time and location of the exam on the document you give to your committee members. As soon as you have scheduled a date for your general exam, you should send your committee members an e-mail confirming the date of the exam. You should also send your committee members an e-mail reminder about the exam 1-3 days before the exam.

You should continue working on your research as you prepare for your exam. Most people can't work efficiently for 2-3 months on only writing a document like this. A lot of the time spent will be simply wasted. If you are in a position that you have to drop everything to write the exam at the last second, this probably means you waited too long to start thinking about and working on your general exam.

Students wishing to take their general exam must schedule it with the graduate office by the 'Final Date for Adding Courses for Credit' date of that semester.

The Dissertation Research Progress Report

The primary goals of the Dissertation Research Progress Report are (1) to demonstrate that you understand your dissertation research project, and (2) to develop a plan for completing your research. While research results are important and an indication that you are on your way to completing your Ph.D., the main purpose of the exam is to demonstrate your understanding of your dissertation research. Of course, if you have completed projects and written papers heading into your general exam, it is likely that you will understand your overall project better. Understanding your project means understanding the overall significance of your work as well as understanding the technical details of your project. Do not exceed the department guidelines for document length (15 pages maximum; an Appendix containing experimental detail may be added, if deemed necessary. However, the Committee is not required to read Appendices.)

Summary - 1 Pg

This is essentially an abstract. A good summary should allow a reader to understand basically what you are proposing to do and why it is important.

Background and Significance - 5 Pg

This is mainly a review of past work related to the project. It includes work by other groups as well as your research group. It should discuss work closely related to your Research Plan Section. Finally, it should review work that establishes the significance and importance of your proposed research plan.

Preliminary Results - 6 Pg

The Preliminary Results section summarizes your research progress. Excessive experimental detail about routine procedures should be avoided, although you should expect to be able to describe your experiments in detail if asked. If you have papers in press or in print, you can simply provide your committee with a reprint.

Research Plan- 3 Pg

This section explains what research will be performed and how you will carry out the experiments. Don't explain things that are routine (e.g., how to make a buffer or measure pH). This section should be broken down into sections that might correspond to chapters in your dissertation.

Timeline

Set a timeline to include your courses and other academic milestones (e.g., seminars, teaching). Also include a timeline for future work you will do to complete your dissertation.

The Independent Research Proposal

The main goal of the independent proposal is to show that you have developed sufficiently as a scientist to think of new research ideas on your own. This is an essential, defining skill for a Ph.D. scientist. The research idea should be in an area that is not closely related to research going on in your group. The best way to prepare for this part of the exam is to read chemistry literature regularly and attend seminars. It is also wise to write down ideas you have even if your general exam seems far in the future. The independent proposal cannot exceed 8 pages in length, excluding references.

When you have settled on an idea for your original research proposal, write a one-page summary of your idea and present the idea to your committee to make sure the idea is acceptable. **This must be done before you start writing the proposal.** Do not exceed the department guidelines for document length (8 pages maximum).

Sections for the Independent Proposal and suggested lengths (for an 8 pp proposal)

Summary – ½ Pg

For your independent proposal the summary should state specific aims. For this short proposal, expect to have only 1-3 of these.

Background and Significance - 3 Pg

This section should include a review of work that establishes that your proposed work is of interest and importance. If you are developing a new technique, describe what methods already exist and how well these existing techniques perform. Remember that it is necessary but not sufficient for research to be novel. Research should answer scientific questions.

Research Plan

This section describes what you actually propose to do. The sections of the research plan should correspond to your specific aims. For your independent proposal, this is where you should establish the feasibility of your idea.

The Presentation

The goal of these presentations is to provide the committee a forum to ascertain the level of knowledge of the student on their research as well as general chemical principles. A formal presentation of both the research and independent proposals will be given. The research proposal will be discussed first followed by the independent proposal. Each presentation will have a **maximum** time limit of 15 minutes. Following each presentation, the committee will probe the student's knowledge of both proposals through a series of questions (no questions will be asked during the student's presentation). The student can bring additional figures and/or data they feel may be needed during this question/answer period.