

Handbook
for
Graduate Students
in Chemistry
at Purdue University

AUGUST 2017
(section 4.3 updated September 2017)

0. **Important Dates and Milestones**

0.1 **Thesis Interviews** - held from week three through twelve in the first semester.

0.2 **Plan of Study**

0.2a Master's program - must be submitted at least one semester prior to graduation.

0.2b Doctoral program - Soon after selecting the thesis advisor, the student and advisor must establish an advisory committee. In consultation with the advisory committee, the student will develop a plan of study for the remaining courses that is consistent with the student's interests and departmental requirements. The Graduate School requires that the plan of study must be submitted by the end of a student's first year.

0.3 **Candidacy Examination** for Doctoral Degree

0.3a Each student must pass five written "cumulative" examination questions within their first four semesters.

0.3b A written research summary must be submitted to the student's advisory committee during the fourth semester.

0.3c An oral preliminary examination must be completed prior to the end of the fifth semester of graduate study.

0.4 **Final Defense** - All oral exams (Ph.D. and M.S.) must be scheduled with the Graduate School two weeks prior to the exam date. Departmental thesis formatting must be completed prior to scheduling the Final Exam.

1. **General Objectives**

- 1.1 It is the responsibility of our department to train students, both by course work and research, so that upon graduation their attainments are a credit both to themselves and to Purdue.

Contacts with our graduates and with representatives from industry and other academic institutions indicate that our graduate program has been eminently successful. The reputation of the Purdue Chemistry Department has risen steadily during the past twenty years and numerous commendations have been received for the professional performance of our graduates.

- 1.2 This booklet contains information about procedures and practices in the Department of Chemistry which, in general, will be binding until the completion of a student's degree program.

It is intended to supplement other Purdue University bulletins regarding graduate work such as the Graduate School Bulletin.

Students intending to enroll in interdisciplinary programs such as Biochemistry, Chemical Physics, or Computational Science should also consult the appropriate program chairman.

1.3	<u>Contents</u>	
	Graduate Student Training.....	4
	<u>Master's Degree Program</u>	4
	<u>Advisors and Selection of Thesis Topic</u>	5
	<u>Doctoral Program</u>	6
	Getting Started	6
	Selection of Thesis Supervisor and Advisory Committee	6
	Course Requirements	7
	Seminar Requirement	7
	Written Report	7
	Candidacy Examinations	8
	Oral Candidacy Examination	8
	Thesis Defense	10
	Exceptions	9
	Thesis Information	10
	Thesis Deadlines	11
	Special Registration Options.....	12
	Leaving the University.....	11
	<i>Graduate Appointments</i>	12
	<u>Safety</u>	13
	<u>Miscellaneous</u>	15
	Insurance	15
	Graduate Student Ombudsman	15
	Graduate Student Advisory Board	17
	Graduate Studies Committee-Appeal Procedure	16
	Appendix I	19
	Appendix II	22
	Appendix III	24
	Appendix IV	25
	Appendix V	27
	Appendix VI	30

Note: * indicates dates or other information that are subject to change from year to year.

2.0 Graduate Student Training

2.1 As a vital part of the graduate training program in chemistry, all graduate students are required to be engaged in a training assignment each term. These assignments vary according to the needs and professional aspirations of the student and increase in responsibility as the student progresses. They are designed to supplement formal course work by a variety of pre-professional activities such as assisting in research and teaching, under faculty and staff supervision. The amount of time required of the student varies from 10 (1Q) to 20 (2Q) hours a week, and rarely 30 (3Q) hours a week, depending upon his or her level of progress and type of assignment. The purpose of these assignments is to expose the student to some of the types of activities in which he or she ultimately will be engaged after receipt of the degree.

2.2 Orientation Program

2.2a Because most new graduate students will receive a teaching assignment and because few new graduate students have any training in teaching methods, the chemistry department conducts an approximately 12 hour orientation program. In addition, a Teaching Assistant Handbook is given to all entering graduate students.

2.2b The program will address such topics as: conducting a recitation section, conducting a laboratory section, examination, grades, and how to handle cheating. In addition, certain physical facilities will be discussed such as the general chemistry office and the resource room. Finally, advanced graduate students will lead small group practice sessions.

2.2c Teaching assignments will be made before classes meet. Either the professor in charge of each course or the course managers will hold a staff meeting the Friday before classes start. All graduate instructors must attend this initial staff meeting, as well as all subsequent meetings.

2.3 Students must have a minimum graduate index of 2.5/4.0 at the end of the first two semesters of graduate study to continue in the graduate program. In exceptional cases students may appeal to the Graduate Studies Committee for a waiver to this requirement.

2.4 As a continuation of the orientation process, the chemistry department mandates that new graduate students, including transfers from the PULSe program, enroll in a mandatory 8 week course offered in the fall semester: CHM 69500R (Teaching & Research in Chemistry).

3.0 Master's Degree Program

3.1 Candidates for the Master of Science degree at the West Lafayette campus are required to submit a thesis according to the format described in section 6 of the Graduate Handbook. The only exceptions will be candidates for the non-thesis M.S. degree for persons pursuing a teaching license.

3.2 The minimum course requirement is 18 hours, 9 of which shall be in the primary area. A minimum of 12 hours of approved 600 level courses must be included in the Plan of Study. The Plan of Study must be filed at least one semester prior to receiving the degree. (Students in Chemical Education must have at least 12 credit hours of chemistry courses at either the 500 or 600 level). Credit earned in excess of the requirements for the Bachelor's degree or as a graduate student elsewhere may be used for part of the course requirement.

3.3 No course grade lower than a "C" may be included in the Plan of Study.

- 3.4 Candidates for the degree of Master of Science must have a minimum scholastic index of 2.5/4.0.
- 3.5 Annual Evaluation. See Appendix VI
- 3.6 (FAC 2/16/89) Students pursuing the Master's degree at the West Lafayette campus must complete their degree program within six semesters from the date of entrance in the graduate program. Requests for extensions are considered by the Graduate Studies Committee on a case by case basis.
- 4.0 Advisors and Selection of Thesis Topic** (Approved 5/10/11 for Fall 2010)
- 4.1 Until such time as a Major Professor is selected, students will be advised by appropriate representatives of the Divisions of the Department in matters pertaining to their graduate studies.
- 4.2 Thesis Interview Procedures**
- 4.2a During the second week of the Fall semester, the Head of the Department will meet with the new graduate students to explain the interviewing procedures.
- 4.2b Student/faculty thesis interviews will begin in week three of the Fall semester.
- 4.2c Students will be given a list of the faculty who will be accepting graduate students during this interview session. The faculty will be listed alphabetically by name; their divisional affiliations will be given for purposes of information, but the faculty will not be grouped according to division.
- 4.2d A departmental list of the schedule of research presentations to groups of students, including title of research presentation and number of openings that each faculty member expects to have available, will be prepared and distributed to the students prior to the interview period. Research presentations will be held during weeks three through six of the Fall semester. Students are strongly encouraged to visit individually with faculty and lab members at any time up until they submit their final choice.
- 4.2e Students must interview at least eight faculty members, and acquire their signatures on the thesis interview form.
- 4.2f Graduate students will submit a single choice for thesis advisor on the thesis interview form to the Graduate Chair; these forms can be submitted starting the 8th week of the semester, and must be in by 5:00pm on Friday of that week. The forms will be tallied and distributed to the faculty for consideration. Within one week, the students whose choices are accepted by the faculty will be notified by the Department. Students who do not get their choice during this first round should meet with the division head or his/her designee to discuss options and procedures for the student for selecting a new advisor. This may include the students conducting additional interviews with prospective advisors. The departmental office will coordinate a list of faculty members with openings that will be made available for these students to continue the interviewing process. Their revised choice should be submitted to the Graduate Chair within one week of meeting with the Division Head. Students may discuss their concerns with the Department Head or his/her designee.
- 4.2h In no instance shall a faculty member be forced to accept a student he or she regards as inappropriate for their group, nor shall any student be assigned to a faculty member without consultation and agreement. To this end, if an assignment cannot be made on the basis of a

student's preferences then that student will be requested to consult a person designated by the Department Head.

4.2i Situations not covered by these rules shall be resolved by the Head of the Department.

4.3 Changing Research Advisors (FAC 9/21/17)

NOTE: Section 4.3 was revised in September 2017.

4.3a Student Initiated Change: On occasion, students may wish to change thesis advisors.

4.3a(i) Students must be aware that a change in advisor may result in:

- Limited choice of new advisor, as fewer faculty may be available to accept transfer students.
- Teaching assistantships used as the sole source of financial support.
- A delayed graduation, but without guaranteed extensions of financial support past five years.

4.3a(ii) Students must discuss their situation with their advisor and the members of their thesis advisory committee. They may also discuss their situation with the Graduate Studies Committee, their division head, or another trusted faculty member, depending upon how far they have progressed in the program. If there is concern about the discussion record, the student must clearly ask about confidentiality prior to the conversation. These advisors may wish to contact the student's current advisor, or schedule a meeting together with the student and their current thesis advisor.

4.3a(iii) If the student determines, after consultation, that it is advisable to find another research group, potential advisors must then be sought. The student should inform the potential advisor of all other faculty involved in the discussions, including their current thesis advisor, so that the new advisor can discuss the situation with them. The student should recognize that the potential advisor may wish to discuss the situation with the current thesis advisor and other faculty. The potential advisor should ask for consent prior to contacting the current thesis advisor.

4.3a(iv) The student must then write a formal letter to the Head of the Department of Chemistry, requesting a change in advisors and justifying the change. The Head has the right to reject any inappropriate letter. After consultation with the faculty involved, the Head (or designated proxy) will issue a letter to the student, formally sanctioning the transfer. This letter will become part of the student's formal records and the graduate database will be modified accordingly.

4.3(v) Normal checkout procedures will apply to all transfers, including the required cleanup and verification with the departmental safety officer and return of keys. Research materials including lab notebooks and electronic data must remain with the original thesis advisor, and students may arrange for access or obtain copies of these materials if sanctioned by the original thesis advisor. It is the choice of the original advisor if they will allow the student to include work from their laboratory in the student's thesis.

5.0 Doctoral Program

5.1 Getting Started

Each incoming graduate student will meet with a faculty advisor who will help select courses that are consistent with the student's interests and departmental course requirements.

5.2 Selection of Thesis Supervisor and Advisory Committee (FAC 11/3/15)

- 5.2a Most students will select a thesis advisor during their first semester of graduate study. Each student's thesis advisor will guide him/her to select additional faculty to complete the Advisory Committee. The ultimate decision will be made by the student. All committee members must be approved by the graduate school. The student is encouraged to include committee membership spanning areas outside those directly aligned with the major thesis work. Two members of the committee must be from the Department of Chemistry. The makeup of the committee must avoid any potential conflict-of-interest that could bias the process that leads to candidacy or completion of the degree. This would include having two closely related committee members on the OP committee, such as a spouse, domestic partner, etc. The committee and student will develop a plan of study for the remaining courses needed to satisfy the student's departmental requirements.

5.3 The Plan of Study (POS)

- 5.3a The Plan of Study is an electronic document required by the Graduate School to establish a student's Advisory Committee and declare all courses that will be used to satisfy departmental requirements. Students should file their Plan of Study soon after selecting their major professor and Advisory Committee. The Graduate School requires that this must be submitted by the end of a student's first year. This document can be accessed on-line thru myPurdue.
- 5.3b All departmental course requirements must be listed on the Plan of Study (See section 3.2. for M.S. students and section 5.4 for doctoral requirements.) The Plan of Study must be designed to include sufficient breadth of scope to ensure approval by the Advisory Committee. Seminar requirements are not required to be listed on the Plan of Study. Those students using transfer credits to fulfill departmental requirements must check with the Main Office for details. The form is submitted as a draft, which will be reviewed and approved by the Advisory Committee. No changes to the Plan of Study can be made without explicit approval by the Advisory Committee.

5.4 Course Requirements

- 5.4a Each student must earn credit (maintaining a grade-point average no less than 2.8) in a minimum of eighteen hours of graduate courses (600 level or approved 500 level). The student is expected to gain approval of their Plan of Study from their Advisory Committee, once established, in order to ensure both depth and breadth in the scope of coursework. The decision to approve the Plan of Study will be performed exclusively by the Advisory Committee. It is strongly recommended that courses in at least three areas of study be completed during the first two semesters. At least nine of the eighteen hours must be in courses offered by Purdue Chemistry Department. No course grade lower than a "C" may be included in the Plan of Study.
- 5.4b Part of the course requirements can be satisfied by credit in graduate courses from another institution, subject to approval of the student's Advisory Committee.

5.5 Seminar Requirement

The timing and content of seminar must be consistent with the guidelines in Appendix I. Students should register for one credit hour of seminar in the semester that their seminar is presented.

5.6 Written Report

During their fourth semester, each student will provide a written research report to their Advisory Committee describing research progress and future plans. See section 5.10.

5.7 Candidacy Examinations

To establish candidacy, each student must pass 5 of 20 written "cumulative" examination questions within their first four semesters and an oral examination prior to the end of their fifth semester of graduate study. Calculators may be used at the cumulative examinations and questions regarding the exam can be addressed during the first 10 minutes.

5.8 The Cumulative Examinations

5.8a Cumulative examinations are designed to address the following issues:

- 1) Assessment: testing students' critical thinking skills / depth of topical understanding
- 2) Education: promoting development of critical thinking skills and knowledge depth
- 3) Active learning: reading and comprehension of selected current scientific literature and related foundation concepts (e.g., textbooks, reviews)
- 4) Feedback: making students aware of weaknesses or gaps in their knowledge; provide points of reference for assessing their own progress through the program.

5.8b A sub-discipline's cumulative examinations are written with the aim of addressing the bedrock of knowledge for chemists in that sub-discipline. Cumulative examination questions are designed to address the student outcomes described above and they may direct students to several related papers and/or subtopics as the focus of the question.

5.8c The web site at <http://www.chem.purdue.edu/Exams/default.htm> contains old cumulative examinations. Each examination contains five questions, one from each of the five traditional areas of chemistry. Students need to answer only one of these five questions and may select any of the five presented; however, a student may also take more than one exam in one sitting. As an example, a student focusing on inorganic chemistry could choose a physical chemistry question if he/she is more familiar with that material.

2017-2018 Cumulative Examination Schedule

Saturday, 1:00 p.m. – 3:00 p.m.

August 26, 2017	WTHR 200
September 16, 2017	WTHR 200
October 14, 2017	WTHR 200
November 11, 2017	TBD
December 9, 2017	WTHR 200

Saturday, 10:00 AM-12:00 noon

January 13, 2018	WTHR 200
February 3, 2018	WTHR 200
February 24, 2018	WTHR 200
March 24, 2018	WTHR 200
April 21, 2018	WTHR 200

Note: Pass/Fail lines will be posted in Bulletin Board 2B on the 2 nd floor of BRWN. The examination booklets can be reviewed in the Main Office after scores are released. These booklets will only be held for 2 months following the exam. Copies of old cumulative exams and cribs can be found at the Chemistry website.
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5.9 Oral Candidacy Examination

5.9a The oral candidacy examination consisting of an original proposition (OP) and the student's up-to-date dissertation research summary must be defended during their fifth semester. The

proposition must originate with the student and not be related to their doctoral research or prior research work if the student entered the program with an M.S. degree.

- 5.9b The OP should include a concise statement of the problem or hypothesis to be tested, its significance and originality, why the proposal is superior to previous approaches (if applicable), how it is proposed to attack the problem, what difficulties can be expected in the course of the project and their solutions, and what will be accomplished by addressing the project. Although the student is expected to have a complete knowledge of the area(s) related to the OP, the written OP should not include an extensive review of an area and should outline a research program as opposed to a single experiment. Students are encouraged to consult the NIH R01 or NSF grant application guidelines for appropriate formatting of this document.
- 5.9c The dissertation research summary should consist of a statement of research already accomplished as well as a discussion of directions that further research might take.
- 5.9d The OP and research summary are to be submitted to the receptionist in the Departmental Office two weeks prior to the exam date. The research summary should address any improvements required in the fourth semester written report. The material will then be distributed to the committee members one week prior to the exam.
- 5.9e The oral examination will consist of a presentation by the student and discussion of the original proposition and research summary. The committee will feel free to interrupt the student at any time and probe, by detailed questioning, the depth of the student's understanding of the proposal and research.
- 5.9f The committee shall meet with the student in the absence of the major professor at the conclusion of the Oral Preliminary Examination in order to counsel the student regarding any issues about their experience in graduate school.

Note:

The Dean of the Graduate School requires that all preliminary exams be scheduled two weeks prior to the exam date. Students should recognize that many faculty members have very busy schedules so it is critical to arrange for examination date and time well in advance of this two week minimum. The receptionist in the Departmental Office will aid students with the paperwork and room reservation. We require students to submit exam information two weeks prior to the requested exam date.

5.10 The Ph.D. Dissertation Proposal in Chemical Education

- 5.10a After they satisfy the cumulative exam and original proposal components of the candidacy exam, graduate students working toward a Ph.D. in chemical education will prepare and present a dissertation proposal in chemical education that describes the research they intend to do for their Ph.D. degree. The proposal will survey relevant literature, describe the goals of the research, and provide detailed information about the research methodology that will be used in the study as described in the document: **Proposal for Dissertation Research in Chemical Education** (available on the Division of Chemical Education Web pages at the Department of Chemistry Web site).
- 5.10b The Ph.D. dissertation proposal will be presented in an oral exam. The committee that will hear the dissertation proposal will consist of the four faculty the student expects will participate in the oral defense of the Ph.D. dissertation.

5.11 Thesis Defense (FAC 11/3/15)

- 5.11a The thesis defense will consist of two parts. The first part will involve a public presentation of the student's research accomplishments, with the time and format arranged to permit questions from the audience. Immediately following the presentation, the candidate will be examined on the material in the thesis and on related topics by her/his examining committee, which will consist of at least four faculty members, three members from the original plan of study committee plus one additional faculty member (this committee member does not need to be added to the Plan of Study). Unless otherwise approved by the graduate studies committee, the fourth committee member must meet the same criteria as the other three committee members described in section 5.2(a). If it is deemed desirable by the student, after consultation with the existing committee members, an additional (fifth) committee member can be added, pending approval by the graduate school (this additional committee member may be a person who would not normally qualify to be a primary member of the committee).

5.12 Exit Interview

After completing the checkout procedure (see 7.0) for the department, each graduate student is also asked to participate in an exit interview. This interview is conducted by the College of Science.

5.13 Evaluation of Progress

It is important that every graduate be provided with written feedback on her/his progress at least once during each academic year. The feedback provides the student an opportunity to assess his/her performance against the expectations of the advisor and the graduate committee.

Every graduate student working towards a master's or a doctoral thesis is required to follow a 4-step Performance Feedback process at least once during each academic year. The process as suggested by the College of Science is outlined in Appendix VI. The forms can be found at www.chem.purdue.edu/forms. In step 1, the student and the advisor agree on the goals and expectations for the coming year. In step 2, the student prepares a summary of the progress made during the period and submits it to the advisor. In step 3, the advisor, and/or one or more co-advisors, examines the summary and might approve it, or a modified version, or not approve it. An approved report is made available to the advisor, any co-advisor(s), the student, the Graduate Office, and the student's advisory committee. Step 4, a meeting of the committee is necessary only when the advisor does not approve the report thereby creating a possible conflict with the advisee.

5.14 Exceptions

Exceptions to any of the above requirements must be approved by the Graduate Studies Committee.

6.0 Thesis Information

- 6.1 Candidates for the Ph.D. Degree and candidates for the Thesis Option Master's degree program must submit a Thesis describing the results of their researches. Regulations regarding the preparation of the Thesis are described in *A Manual for the Preparation of Graduate Theses* (Seventh Revised Edition), which is available from the Thesis Format Advisor. The Chemistry Department requires that Ph.D. candidates include, as part of their Thesis, at least one reprint of a published article based on the thesis research. Alternatively, a preprint based on the thesis

research and written for submission to a peer-reviewed journal may be substituted. Note that this requirement is in addition to the short abstract described in the Thesis Preparation manual.

- 6.2 In accord with Graduate School policy, the Department has a Thesis Format Advisor who is responsible for checking thesis format in the Chemistry Department. The thesis should be complete, with the exception of minor corrections, approved by the major professor and ready for defense. Students should make an appointment with the Thesis Format Advisor to have their thesis format approved *at least* four weeks prior to the final oral examination. *Please allow ample time for corrections to be made!* Final format approval must be completed 15 business days prior to the final oral examination date and scheduled with the Departmental Main Office. Please refer to the Departmental Thesis Format Approval deadlines.
- 6.3 Copies of the Thesis must be distributed to the student's examining committee and Main Office at least one week prior to the final oral examination either electronically or as a hard copy. It is the student's responsibility to duplicate their thesis. Some committee members may prefer an electronic copy. Students should check with each of their committee members to determine their preference.
- 6.4 Research Notes. Each person doing research is expected to keep a detailed record of his/her research. In the normal case such a record is kept in a bound duplicate notebook available from the storeroom. All entries should be made directly into the notebook at the time the experiment is conducted and not on scrap pieces of paper. Entries should be made in ink or indelible pencil with corresponding dates and they should be made in such a manner that each page is filled completely. Each experiment should be described in narrative form and in sufficient detail such that anyone skilled in the art can repeat the experiment. Copies of notebook pages are to be submitted with progress reports. These pages are kept in the Department and are available for reference if the need should arise. Those students not required to submit progress reports should remove copies of original notebook pages periodically to some safe repository in case of fire in the laboratory. Technical information, discoveries, or inventions of industrial value, and patents resulting from research or investigation conducted by staff members or students of the University on its time or with its facilities are the property of the University and shall be assigned to the University or its designee. Notebooks describing the results of researches and investigations are the property of the University and, therefore must be left in the Department when the research is completed.
- 6.5 The graduate Dean requires that all final examinations be scheduled two weeks prior to the examination date. The receptionist in room BRWN 2100 will assist students in scheduling their final examination after they have passed thesis format. Students should plan to schedule their exam at least 15 business days prior to the examination date. (Note: This means that they need to complete thesis format 15 business days prior to the planned examination date.)
- 6.6 After the completion of the final oral examination and after all final corrections to the thesis have been made, the thesis must be deposited with the Graduate School Thesis Office. When the thesis is presented for final deposit, a final check of the thesis will take place.

6.7 Thesis Deadlines

Please be aware that the University has various deadlines to be met for the deposit of a thesis.

For more details on these and other important deadlines please see the receptionist in room BRWN 2100 or the Thesis Format Advisor.

6.8 Special Registration Options

Students completing degrees between semesters, or students who plan to defend their thesis (either Ph.D. or M.S.) early in a semester, may be eligible for a privileged registration at a reduced fee. These special registrations are entitled "Exam Only" and "Degree Only". Graduate students will be required to have been registered for a minimum of one hour in the preceding session to be eligible for a privileged registration of "Exam Only" or "Degree Only". (The previous semester does not include the summer session unless a student held a graduate staff appointment during the preceding summer session.)

I. Exam Only

Exam Only registration indicates that the student's only affiliation with Purdue during the term is to take the final oral examination. *The thesis must be defended by the eighth week of the semester (fourth week of the summer term).* If the exam is not held by this deadline, the student will automatically be registered for 1 credit of thesis research and will be responsible to pay the significant difference in fees between the Exam Only Fee and normal tuition for one credit hour.

II. Degree Only

Degree Only registration indicates that all requirements for a student's degree have been met prior to the start of the term that the degree will be awarded. This means that the student's final oral exam must be completed prior to the start of the semester.

If a student chooses to register for one of these options, he/she needs to see the receptionist in BRWN 2100 for the Registrar's Form 23. The student will be required to have approval from his/her major professor, the Graduate Chair, and the Graduate Dean. With the appropriate signatures the form must be taken to the Graduate School Office in Young Graduate House. They will process the registration request from their office.

7.0 Leaving the University

When a student is leaving the Chemistry Department, it is necessary for him/her to complete a check-out form. The student is responsible for returning all keys, settling any storeroom accounts, completing any departmental duties, cleaning his/her working quarters, returning all library books, and returning any storeroom charge cards. Check-out forms are available in BRWN 2100 and WTHR 140 and also on-line through the Chemistry Safety Website.

- 7.1 (SOS 2/22/00). The policy of the College of Science and the Department of Chemistry shall be that 7 years from entry into the graduate program (i.e., 14 semesters plus the intervening summers plus one additional summer to finish if necessary) be the maximum time allowed to complete the Ph.D. in the College of Science. An additional year may be allowed if requested by the student's Thesis Committee and approved by the department's Graduate Studies Committee. Any exceptions to this policy will require approval by the Department Head.

8.0 Graduate Appointments

- 8.1 Types of Appointments. The Graduate School Bulletin describes the various appointments available at Purdue. Those of primary interest to chemistry graduate students are:

- Fellowships
- Fellowships administered as Assistantships
- Graduate Teaching Assistantships
- Research Assistantships.

8.1a (FAC 11-07-95) No graduate student will receive financial support from the department in the form of a teaching appointment after five (5) calendar years from the date of entrance. Exceptions for unusual cases such as illness or interrupted study may be made by the Department Head.

8.1b (FAC 9/20/88) Master's degree candidates can be supported as teaching assistants for a maximum of three calendar years from their time of entrance into the graduate program. Students pursuing the Master's degree after the third calendar year must apply to the Department Head to be considered for departmental teaching support.

8.2 Pay Dates

8.2a Fiscal year appointments, such as fellowships and full time research assistantships, are paid the last working day of each month. The only exception is December when the checks are available the first working day of January.

8.2b Academic Year appointments such as graduate instructorships are paid on the following dates: partial 8/31/17, 9/29/17, 10/31/17, 11/30/17, 12/29/17, 1/31/18, 2/28/18, 3/30/18, 4/30/18, partial 5/31/18.

8.2c Summer pay dates: Check with the Business Office.

8.2d If a student did not receive a paycheck through direct deposit, he/she is required to pick up it up in Hovde Hall (HOVD) within 3 days of your first payday or the check will be mailed to the address on file with Payroll. The student's or employee's identification card will be required to pick up the paycheck and the checks should be cashed within two weeks after a pay date. Direct deposit slips will be available on-line through the employee self-service website located at http://www.purdue.edu/payroll/Applications/Employee_Self_Service/.

*8.3 Vacations

8.3a Students on **academic year appointments** are expected to start work one week before the beginning of classes. This is true for both semesters (8/14/17) and (1/3/18) and the summer session (5/7/18). Students with academic appointments are required to be available until final grades are submitted to the Registrar. Students with academic year appointments receive vacation when classes are not in session. This includes the period between terms, except the week before and after classes, as mentioned above.

8.3b Students with **fiscal year appointments** receive the standard University holidays such as Thanksgiving, Christmas, etc. In addition, 22 days of vacation are given per year (non-accruable). All vacation days must be approved by the Graduate Chair (for Teaching Assistants) or by the student's research director (for Research Assistants). All vacations, including those times the University is not in session, must be requested on a University Form 33.

8.4 Reappointment

- 8.4a As a condition for their continued financial support and as outlined in their offer letter, all graduate students who have appointments are expected to:
- perform their duties satisfactorily
 - maintain a satisfactory scholastic record
 - make suitable progress toward completing degree requirements
 - be able to get along with their associates.

Transfers from teaching to research appointments may be made if funds are available to support such an appointment.

- 8.4b Stipend conditions for continuing graduate instructors are described in Appendix III.

8.5 Teaching Grades

- 8.5a Graduate instructors are graded on their teaching during the year. These grades are used within the department only; they are never released to outside sources. The continuation of a Graduate Assistantship will be contingent upon maintaining a satisfactory grade in teaching assignments. Teaching Assistants can find out their grades by asking the Graduate Chair.

8.6 Absences

- 8.6a All persons who have staff appointments are required by University regulations to file President's Form 33 when away from duty, or Form 17 if the absence is considered University business. Except in emergencies, this form should be filed and approved by Supervisors and the Head of the Department prior to the time of absence. The University requires Form 17 to be filed at least 2 weeks before a business trip is made. Those students on teaching appointments must have approval of the course supervisor or instructor to travel while classes are in session.

8.7 Tutoring

- 8.7a Persons wishing to tutor students in courses must have an approval from the professor in charge of the course and the Head of the Department. A list of the approved tutors is maintained in the Dean of Students' Office and at the General Chemistry Office, for ready reference by students who need this service. Tutoring and dating one's own students is not permitted.

9.0 Safety

- 9.1 The desirability of following safe practices in order to avoid accidents is readily apparent. As a part of the educational program relating to safety in the chemistry laboratory, every new graduate student will receive a safety briefing during orientation that is relevant to their role as a teaching assistant for undergraduate students in the courses to which they are assigned. Every Chemistry graduate student is required to take a non-credit course, "Safety in the Chemistry Laboratory" (CHM 60500), at the earliest semester possible. Graduate students beginning work any other time than the Fall semester must complete - before beginning lab work - a short training class as described on the Department Safety web pages (<http://www.chem.purdue.edu/chemsafety/>).

9.2 **Special Safety Problems:**

Reactions or chemicals	See Safety Officer	ext. 45472
Electrical hazards	See Building Deputy	ext. 45211
Optical hazards(lasers)	See Safety Officer	ext. 45472
Radiation hazards	Contact REM	ext. 46371
Biological hazards	See Safety Officer	ext. 45472

9.3 Good housekeeping in the laboratories is an essential part of any safety program. Therefore, laboratories are regularly inspected for cleanliness and for safety practices. See the Purdue Chemical Hygiene Plan for a wealth of information on standard operating procedures, housekeeping, and other general lab safety principles.

9.4 Rules on Safety and Cleanliness in the Department of Chemistry

All who work with hazardous chemicals are required to be familiar with the recommendations and requirements of the Purdue Chemical Hygiene Plan. These items below are a subset of the information and advice contained therein.

1. Every research supervisor is to have prominently posted a "Hazard Assessment Certification" which provides the rules for wearing of personal protective equipment (PPE) in the work areas. That document provides the rules for PPE wear. Compliance with its terms is not optional, and noncompliance may well result in disciplinary action.
2. It is forbidden by University policy to work alone with hazardous materials. Those who work after normal working hours must make sure that there is someone nearby who will become aware of any need for assistance that may arise.
3. Research and instructional laboratories should be maintained in a clean condition at all times. Furniture, desk tops, and hoods should be waxed regularly so that spillage of any chemicals will cause a minimum of damage. Keep refrigerators and freezers clean, inventoried, and defrosted. Do not store anything in the walking and working parts of the floor or aisles.
4. Keep approaches to all doors and electrical panels absolutely unobstructed.
5. Chemical reactions should not be left unattended if there exists the slightest possibility of their getting out of control. Reactions which involve continuous introduction of a gas should not be left without supervision. The reaction vessel must be separated from the gas source by an empty trap, and a flash arrestor incorporated in reactions using flammable gas. Toxic and corrosive compounds such as HCN, HF, HCl, H₂S, phosgene, NH₃, mercaptans, etc., which might form in a reaction must be trapped rather than allowed to escape into a room or into the outside environment via the hood. Careful consideration must be given to the location of a reaction. Reactions which require large amounts of flammable solvents, active metals, or metal hydrides should be carried out in the hood behind a safety shield. The heating of such reactions should be done electrically or by a steam bath; open flames must be avoided.
6. Familiarize yourself with the location of safety showers, fire extinguishers, fire hoses, and first aid cabinets. Room No. 2150 in the Brown building has been designated as FIRST AID ROOM.

7. Make sure that all fire extinguishers in your laboratory are properly sealed and placed in their holders. If seal is broken have the fire extinguisher exchanged in the Chemistry Shop (WTHR 140).
8. Not more than 10 gallons of Class I plus Class II flammable and combustible liquids may be stored outside of approved flammable storage (flam cabs and safety cans). See the guidance provided by the Purdue Chemical Hygiene Plan and the REM web site.
9. The storage in the laboratory of chemicals such as metallic hydrides, active metals, peroxides, and explosives must be kept to a minimum quantity which shall represent the smallest package available from the vendor.
10. Condenser tubing must be in good condition and properly wired. Condenser tubing should be periodically inspected and replaced if in poor conditions.
11. Aspirators should not be allowed to run overnight.
12. Chemicals of any type must not be placed in waste baskets. Instead, they should be placed in suitable and properly labeled containers. A disposal form, available at the Chemistry Storerooms, should be completed and sent to REM. REM will pick-up your samples and dispose of them properly. Glass containers, after being thoroughly rinsed with water and labels removed or defaced may be placed in waste baskets.
13. Do not take unnecessary chances when working with hazardous chemicals. Work in the hood behind a safety shield. There are experiments which may be too dangerous to perform anywhere in BRWN or WTHR and for which special arrangements must be made. In all cases of known dangerous procedures there must exist clearly written standard operating procedures which address all necessary safety precautions, equipment requirements, emergency procedures, and spill response contingencies.
14. In the event of an accident or fire, telephone 911. Indicate the problem and its exact location to the operator. The operator will ensure that Police, Fire Department or Ambulance are dispatched to the scene of the accident.
15. Report **any accident promptly** to Paul Bower at bowerp@purdue.edu and complete the incident report at <http://www.chem.purdue.edu/chemsafety/IncidentReport.htm>.

10.0 Miscellaneous

10.1 Insurance

- 10.1a Purdue University has provided, at its expense, a limited accident insurance plan for all graduate students and post-doctoral fellows on appointment. The hazards covered include all those to which an insured may be exposed while engaged in class work, research, course-related activities, or in approved field work or travel for University activities related to research or course work.
- 10.1b Coverage is not provided in your place of residence nor while commuting to and from your normal on-campus instructional or research location. For more complete information, contact the Chemistry Department Business Office, WTHR 225.

- 10.1c To be covered by accidental insurance while attending scientific meetings or conferences, it is imperative that the appropriate travel form (Form 17) is completed several weeks before leaving the University. These forms are available from the Chemistry Department Business Office. The Form 17 provides permission for you to travel on official university business and must be filed in advance of your trip.
- 10.1d Personal health insurance is available to graduate students. To obtain information on these plans contact the Chemistry Department Business Office, WTHR 225.
- 10.2 Graduate Student Ombudsman. The Graduate Chair (office BRWN 2100C) has been designated as the person to see if you need help with any academic or personal matter during the interval before selecting a major professor. For students wishing to express their concerns to a woman, Dr. Beatriz Cisneros, Room WTHR 116K, is available for assistance. Additionally, the Graduate School has named Dean Tom Atkinson as a university-wide ombudsman for graduate students.
(www.gradschool.purdue.edu/students/current/ombudsman.cfm)
- 10.2a Graduate Student Advisory Board (GSAB). The GSAB provides a formal mechanism whereby the chemistry graduate students can bring matters that concern them to the attention of the chemistry faculty and administration. One graduate student from each division is elected annually by their peers to serve on the GSAB. The group meets regularly with the faculty advisor to discuss any problems, suggestions, or concerns that have been expressed to them.
- 10.2b One graduate student from each division is elected by their peers. Elections for membership on the board will occur during April with the term of office running from July 1 through June 30. The current GSAB will conduct elections and solicit nominations from all graduate students. Each division will be represented by a student who is a member of a research group belonging to the division they represent and who anticipates being able to serve for one year.

There will be one representative of the first year students. This representative should be elected during the month of September and will serve an October 1 through September 30 term.

The co-chairs of the GSAB will be elected by the outgoing board. Thus, this person will serve a second year term to ensure continuity. In the event that the a co-chair leaves during the year, the current committee will select a co-chair from the remaining board members. The first year representative is eligible for the co-chair position and if elected will serve as both first year representative and co-chair until the new first year representative is elected. No individual will be permitted to succeed themselves as co-chair.

No member of the GSAB will be permitted to serve more than two terms on the board.

The Board will meet monthly and/or as needed to discuss issues of concern.

10.2c Current membership on the Graduate Student Advisory Board includes:

<u>Division</u>	<u>Representative</u>	<u>E-mail</u>
Co-Chair	Kristen Gettys	kgettys@purdue.edu
Co-Chair	Isaac Marks	imarks@purdue.edu
Analytical	Kiran Iyer	iyer28@purdue.edu
Biological	Keelan Trull	ktrull@purdue.edu
Chemical Education	Ashley Schuman	schuman0@purdue.edu
Inorganic	Bradley McGill	hsiebert@purdue.edu
Organic	Talia Steiman	tsteiman@purdue.edu
Physical	Jordan Snaider	jsnaider@purdue.edu
First-year	Ashley Schuman	schuman0@purdue.edu
Newsletter Editor	Heather Siebert	hsiebert@purdue.edu
PGSG	Patrick Fedick	pfedick@purdue.edu

10.3 Graduate Studies Committee-Appeal Procedure

- 10.3a The Graduate Studies Committee regularly reviews the standings of all students and makes recommendations concerning their status.
- 10.3b The appeal should include a concise statement of the request or problem, and the exact action that the student is asking the committee to take. Any pertinent supporting information should be included in, or appended to, the request.
- 10.3c The student is urged to notify his/her major professor or academic councilor of the intended action. Support of the student's request by this individual will certainly strengthen the appeal.

Appendix I

Guidelines for the Departmental Seminar Programs

The following statements have been prepared by the respective divisions to outline the current policies. Requirements and expectations do vary between divisions and are subject to change. For further information and/or clarification consult with the appropriate division head.

A. Analytical Division

Faculty and student attendance at seminars is essential to the success of this program. First year graduate students attend seminars, participate in discussion but do not present seminars. Second year students present literature seminars of ca. 20-25 minute duration. Please sign up with the seminar chairman. We will try to honor assignments but some changes may be inevitable to accommodate schedules of faculty candidates and other visitors. Fourth (or Final) year students are encouraged to present a research seminar at Purdue or at a previous institution. It may be advantageous to schedule it before job interviews. Sign up with the seminar chairman.

B. Biochemistry Division

Graduate students in the Biochemistry Division must give one seminar open to the general academic community. This seminar shall be given in the fall semester of the fourth year, following advancement to candidacy. The subject of this seminar shall be an introduction to the student's research and their research accomplishments to date. The seminar should also present a clear outline and plan for finishing the dissertation work. A second seminar given in conjunction with the final oral examination and defense of the thesis shall be open or closed to the general academic community at the discretion of the major professor.

C. Chemical Education Division

First year students are expected to attend the CHM 695 seminar program and participate in the discussion of these seminars. During their second or third year each student will present a seminar. This seminar can describe work the student has done or survey an area of research in science education. During the final year, each student is expected to present a seminar that describes the work being done for the Ph.D. degree.

D. Inorganic Division

Students present a literature seminar, ordinarily the semester after passing the oral prelim, as well as a research seminar near the end of their studies.

1. Prior to the literature seminar, the student will submit a one-page abstract with references. The student will normally base the talk on several papers, critically evaluate the work, and put it into a broader perspective.
2. Literature seminars should be approximately 25 minutes, including time left for questions.
3. As much as possible, two students should be scheduled to present literature seminars within one regularly scheduled block, typically Tuesdays at 12:30 pm in BRWN 4102.

4. The focal points for the Faculty evaluation will include the choice of topic, evidence of the command of the subject matter, organization, clarity of presentation, effectiveness of the use of the time allotted, etc.
5. Attendance will be the primary criterion for satisfactory performance by non-presenters enrolled in the course. [SEP]
6. Each year the Division will choose a recipient(s) for the Ian P. Rothwell Award, based upon Faculty evaluations, for the best literature seminar as well as the best research seminar. This distinction includes a small financial award.
7. Thesis defenses will be open for the public and considered to be research seminars. In order to increase both student and faculty attendance, thesis defenses should be, whenever possible, scheduled for the normal inorganic seminar time slot of Tuesdays at 12:30 pm in BRWN 4102.

E. **Organic Division**

The divisional seminar is intended to provide a weekly gathering of the students and faculty at which significant material from the field of Organic Chemistry, as broadly defined, will be presented and discussed at the highest professional level. Such meetings and discussions are an important part of professional life and regular attendance at and participation in the seminars is expected of students and faculty alike.

The seminar program includes a wide variety of speakers - from Nobel laureates to nervous graduate students; being asked to present a seminar is one mark of acceptance as a professional. Each doctoral candidate is expected to present one seminar within the Organic Chemistry seminar series. The experience of preparing and presenting a seminar is often cited by returning alumni as one of the more valuable parts of their professional training.

The seminar requirement for Ph.D. candidates within the Organic Division is such that students have the option of selecting a topic from:

- (i) Ph.D. dissertation research,
- (ii) independent literature search.

This requirement should be fulfilled no later than the end of the student's **eighth** semester – earlier presentations are highly encouraged.

One or more recent reprints and/or preprints (in press or submitted) as well as approval by his/her research advisor and the seminar chair will determine if a student qualifies for the option (i). It is expected with option (i) that the student will include in his/her seminar a discussion of the current and background literature relevant to their laboratory accomplishments. For both options, a 1-2 page abstract, complete with references (titles included), along the lines of a long abstract for an ACS National Meeting must be distributed the week before seminar.

F. **Physical Division**

The Physical Division seminar provides a weekly forum for outside speakers as well as faculty, students and postdocs from Purdue to present their latest research results. This gathering is well

attended by faculty and students within the Physical Division as well as individuals with related interdisciplinary interests from all over the University. Active participation by new graduate students is vital for the continuing success of this program.

Physical chemistry graduate students are required to give at least one research talk, either in the Physical Division seminar or any one of the other divisional seminars in the Department. The format for a Physical Division seminar should be decided by consultation with the student's research advisor and the seminar chair. A seminar in any other divisional program should conform to the guidelines for that series. This requirement should be met by the end of the student's sixth semester, unless an extension is recommended by the student's research advisor.

Appendix II

Special Awards and Recognitions

1. Analytical Seminar Awards

a. Guy Mellon Award

The following are proposed guidelines for administering the award:

- i. The Mellon Award is to be given annually on the occasion of the Departmental Award Luncheon at the end of the academic year.
- ii. The awardee will be selected from among the analytical graduate students pursuing the Ph.D. degree.
- iii. Nominations detailing the achievements of the nominee should be submitted by **March 30** to the Division Head.
- iv. The selection of the recipient will be made by the Division.
- v. The primary criterion for selection will be original research work, secondary criteria will be contributions to the division through other activities, performance in seminar, course work and so on.

2. Inorganic Seminar Award

Each year the Inorganic Faculty present two Inorganic Division Seminar Awards. One is for the year's best literature seminar, the other is for the best research seminar. Each winner receives a monetary award and a certificate.

3. Organic Graduate Research Awards

- (i) **The H. C. Brown Organic Graduate Research Award**
- (ii) **The H. C. Brown Organic Graduate Seminar Award**
- (iii) **The Alice Watson Kramer Research Scholar Award in Chemical Biology**

These awards will be presented on a recurring basis: yearly for the HCB research and AWK awards, and after each semester for the HCB seminar award. Each winner receives a monetary award and a wooden plaque. Organic Graduate Students are eligible for these awards regardless of their sex, race, and nationalities.

Selection Procedure

- (i) **The H. C. Brown Organic Graduate Research Award**
A committee convened by the chair-elect of the H.C. Brown Symposium will make a call for nominations in March of each year. The committee will choose up to four students to make a short presentation to the committee. The primary criterion for the final selection of the award is excellence in research as evidenced by research productivity, quality of publications and the quality of the research presentation. Award winners will be invited to give a 15-minute presentation as part of the H.C. Brown Symposium.

- (ii) **The H. C. Brown Organic Graduate Seminar Award**
This award will be presented to the best Organic Graduate Student seminar each semester as judged by the Organic Faculty.
- (iii) **The Alice Watson Kramer Research Scholar Award in Chemical Biology**
The Department Head will make a call for nominations in March of each year. A committee convened by the Department Head will evaluate the nominations. The primary criterion for the final selection of the award is excellence in research in the field of Chemical Biology.

4. **Physical Seminar Award**

Each year the Physical Division presents an Award for the best research seminar. An Award Committee will be appointed by the Head of the Physical Division.

5. **Robert R. Squires Scholarship**

The purpose of the **Robert R. Squires Scholarship** fund is to recognize outstanding scholarship in basic research by a graduate student in the Chemistry Department. The scholarship will provide a cash award to a graduate student who has demonstrated excellence in research on fundamental aspects on chemistry. The recipient of the award will be selected by a committee consisting of two chemistry faculty members who are involved in fundamental chemical studies. Before graduation, the award recipient is expected to give the Robert R. Squires Scholarship Seminar on his/her research achievements.

Nominees for this award will be selected based on the research accomplishments at the time of the oral preliminary examination. Nomination forms are provided to committee members prior to the examination.

Appendix III

*Stipend Conditions for Continuing Graduate Instructors

Initial appointments are based on undergraduate records and experience. The following criteria are used for continuing appointments.

<u>Stipend</u> ^a	<u>Conditions</u>
(\$20,000) ^b	This standard appointment applies to all M.S. degree objective students and all Ph.D. degree students who are making satisfactory progress towards their degree and have a record of satisfactory teaching performance.

- a) Academic year appointments for 2017-2018 academic year.
- b) Exceptions permitting higher stipends can be made for Teaching Assistants with special responsibilities or with outstanding performance in the teaching program.

Note: All salary adjustments will be considered at the beginning of each semester (including summer) after the first year. Adjustment will not be retroactive.

Appendix IV

PURDUE UNIVERSITY

Employment Policies for Graduate Student Staff

The current employment policies for monthly paid graduate student staff are outlined below and apply to the positions of Graduate Assistant, Graduate Instructor, Graduate Research Assistant, PR Research Assistant, Graduate Administrative and Professional, Graduate Aide (Calumet, Fort Wayne, and North Central campuses only), and Supplemental Graduate/Graduate Research Assistantship.

1. The employment period for graduate student staff appointed on an academic year basis will begin on the seventh calendar day preceding the first day of classes of each semester and on 5 p.m. on the final date for submitting grade reports.
2. The vacation periods for academic year graduate student staff will be the periods during the academic year when classes are not in session, other than the seven calendar day periods prior to the first day of classes each semester and the periods between the end of classes and the final date for submitting grade reports, which are not considered vacation.
3. There will be no limit to the number of weeks an academic year graduate student staff member may work during the summer period.
4. The employment period for graduate student staff appointed on a fiscal year basis will begin and end with the actual dates of employment.
5. The "Notice of Graduate Student Appointment" document is the student's legal notice of employment. It reflects the terms and conditions of the appointment and is distributed by the departmental business office to the graduate student after the appointment is processed.
6. All salaries must be paid in accordance with the scales approved annually by the Board of Trustees.
7. Annual salary increases for fiscal year staff normally will be effective July 1. Annual increases for academic year staff may be made with the beginning of the first summer pay period that begins on or after July 1, or with the beginning of the academic year.
8. During any semester, including summer session, an individual must be enrolled as a graduate student in a degree or teacher license program and be registered for at least three credit hours of course and/or research work during the entire appointment period to qualify for a graduate student staff appointment. The student must be making satisfactory progress towards their degree program.
9. Conversion from academic year to fiscal year staff normally will be on July 1 or January 1, and conversion from fiscal year to academic year staff normally will be at the beginning of an academic semester. However, if circumstances warrant, conversion at other times may be allowable.

10. Graduate student staff are eligible for the following leaves of absence:

- a. Vacation -- (Refer to Executive Memorandum No. C-31.)

Fiscal year appointees may be granted a maximum of 22 working days per fiscal year with full pay.

Academic year appointees are granted vacation during the periods when classes are not in session as defined in 2, above.

- b. Holidays -- normal University holidays with full pay

- c. Sick Leave -- up to 10 days per year with full pay

- d. Jury Duty -- up to 10 days per year with full pay

- e. Funeral Leave -- five days per year with full pay for immediate family. Immediate family is defined as spouse, parents, children, grandparents, grandchildren, sister, brothers, and corresponding in-laws and step-relatives. Family members not included here, but who reside in the employee's home, are considered immediate family.

- f. Illness in family -- up to three days per year with full pay for immediate family (immediate family as defined under Funeral Leave, above)

- g. Military leave -- up to 15 days per year with full pay

- h. Parental leave – It is the policy of Purdue University to provide Paid Parental Leave to benefits-eligible employees, including graduate student employees, due to the birth of an employee's child or the placement within an employee's home of an adopted child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, in cases where an employee is eligible for FMLA leave. This policy is in effect for childbirth or adoptions occurring on or after October 1, 2008. Please see the Chemistry Business Office, WTHR 225.

There will be no deviation from these policies without prior written approval from the dean of the Graduate School or his designee.

10/20/94

Appendix V

DEPARTMENT OF CHEMISTRY

Christine Hrycyna
Head of Chemistry

July 19, 2017

This document outlines the Department's full support of the University's policies and procedures regarding all types of supervisory and coworker harassment. This issue is extremely important and I assure you that we take it very seriously. The Department believes that it is essential to establish a healthy, vital, dignified and comfortable workplace for all; one where you and your colleagues can have maximum productivity, as well as a positive experience at Purdue. From the University's policy on antiharassment: "Freedom of thought and expression are the lifeblood of our academic community, and require an atmosphere of mutual respect among diverse persons, groups, and ideas". This Department further defines diverse persons by considering their ethnicity, gender, national origin, race, religion, sexual orientation, age, disability, veteran status, or position of power. Harassment based on any of these characteristics is covered by this policy. This Department has a **zero tolerance** policy for harassment and aims to do everything it can to ensure that the effects of such cases are minimized, and dealt with fairly and promptly. This begins with an understanding of what harassment is, how to avoid it, and what to do if you are a victim of harassment.

What constitutes harassment?

The following are definitions from Purdue University's Antiharassment Policy:

Harassment is conduct towards another person or identifiable group of persons that has the purpose *or effect* of:

1. creating an intimidating or hostile educational environment, work environment, or environment for participation in a University activity;
2. unreasonably interfering with a person's educational environment, work environment, or environment for participation in a University activity; or
3. unreasonably affecting a person's educational or work opportunities or participation in a University activity.

Racial Harassment

Racial harassment is conduct that demonstrates hostility toward another person (or identifiable group of persons) on the basis of race, color, national origin, or ancestry, and that has the purpose *or effect* of:

1. creating an intimidating or hostile educational environment, work environment, or environment for participation in a University activity;
2. unreasonably interfering with a person's educational environment, work environment, or environment for participation in a University activity; or

3. unreasonably affecting a person's educational or work opportunities or participation in a University activity.

Sexual Harassment

Sexual harassment is any unwelcome sexual advance; requesting of sexual favors; or other written, verbal, or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education, or participation in a University activity;
2. submission to, or rejection of, such conduct by an individual is used as the basis for, or a factor in, decisions affecting that individual's employment, education, or participation in a University activity; or
3. such conduct has the purpose *or effect* of unreasonably interfering with an individual's employment or academic performance or creating an intimidating, offensive, or hostile environment for that individual's employment, education, or participation in a University activity.

While it is our intention that acts of harassment do not occur, if such an event does occur, it is essential that there are clear procedures for its resolution. Those who may become victims of harassment must have a clear, comfortable and confidential means to discuss, report, and seek appropriate and fair resolution of such conflict, and are encouraged to do so. Inquiries and complaints about discrimination and/or harassment may be brought to your supervisor and/or myself, as the Head of the Chemistry Department. We realize, however, that there may be circumstances in which advice from some other appropriately trained person would facilitate the process. Thus, we have identified four "equity advisors", any one of which would also be appropriate contact persons with whom to raise and discuss the issue, and identify the most appropriate course of action. They are: Mathew Tantama, Beatriz Cisneros, Jean Chmielewski, and Rob Reason. The chosen contact person will then discuss the matter with the complainant, to arrive at an appropriate course of action aimed at acceptable resolution, under the Informal Complaint process. The identified contact persons will take steps to ensure confidentiality of the Complainant and Respondent to the extent that maintenance of confidentiality does not interfere with the University's obligation to address allegations of discrimination and/or harassment.

In cases of suspected harassment, the University will conduct a prompt, fair, and discreet investigation in accord with University Procedures, administered by the Director of Affirmative Action. In the event that it has been determined that an individual or group of individuals have violated the University's Antiharassment Policies, such individual(s) "will be subject to disciplinary or remedial action, up to and including termination of employment or expulsion from the University", as laid out in Executive Memorandum C-33, the Antiharassment Policy. Faculty/employees/students should also be aware that, according to the University policy, "Disciplinary action will be taken against any person or group found to have brought a charge of harassment in bad faith, or any person who, in bad faith, is found to have encouraged another person or group to bring such a charge."

For complete details of Purdue University's Antiharassment Policy, see:

http://www.purdue.edu/humanrel/vp/revised_procedure.shtml

For details of the Universities policies on the conduct of the Informal and the Formal Resolution Processes, see: http://www.purdue.edu/humanrel/vp/revised_procedure.shtml

If you have questions about this policy, please contact me.

Brown Laboratory of Chemistry Building • 560 Oval Drive • West Lafayette, IN 47906-2084
(765) 494-5203 • Fax: (765) 494-0239 • hrycyna@purdue.edu

Appendix VI

Feedback on Graduate Student Performance Department of Chemistry¹

The Department is expected to give written feedback to every graduate student each year. This feedback will be based, in part, on student-generated written reports (articles and reprints may be referenced only) that will be distributed to members of the graduate student's thesis or dissertation committee. Comments collected from members of the student's committee will be assembled by the student's major professor and then given to the student in the form of a written report.

At any point in this process, the student, the advisor, or any member of the student's committee can call for a meeting of the student's committee.

First Year

By the end of the second semester of their first year, each student will provide a research report that summarizes accomplishments, so far, and sets goals for the coming year. This report should be a maximum of two pages, double spaced, plus a feedback cover page completed by their advisor. A copy of this document will be placed in the student's departmental record.

For the cover page go to www.chem.purdue.edu/forms and click on First Year Report Form.

Second Year

By the end of the fourth semester, each student will submit a Second Year Research Report including a feedback cover page completed by their advisor that will be distributed to members of the student's committee. This report will also be available for discussion at the time of the oral exam in the student's fifth semester. A copy of this document will be placed in the student's departmental record.

For the cover page go to www.chem.purdue.edu/forms and click on Second Year Report Form.

Third Year

By the end of the third year, each student is expected to provide a research report that summarizes accomplishments and sets goals for the coming year. This report should be a maximum of five pages, double spaced, plus a feedback cover page completed by their advisor. Copies of this document will be distributed to members of the student's committee and a copy of the document will be placed in the student's departmental record.

For the cover page go to www.chem.purdue.edu/forms and click on Third Year Form.

Fourth (and Subsequent) Years

By the end of the fourth year, and each subsequent year until graduation, each student will provide a research report that summarizes accomplishments and sets goals for the coming year. This report should include a feedback cover page completed by their advisor. This document should include a timeline for completion of the Ph.D. dissertation and an outline of the dissertation. Copies of this report will be distributed to members of the student's committee and a copy of the document will be placed in the student's departmental record.

For the cover page go to www.chem.purdue.edu/forms and click on Fourth year and Beyond Forms.

¹ M.S. students are expected to submit annual reports until they complete their thesis. M.S. students who submit a third-year report are expected to include a timeline for completion of their thesis.

**Purdue University Academic Calendar 2017-18
West Lafayette Campus**

2017 FALL SEMESTER (201810)				2018 SPRING SEMESTER (201820)			
AUGUST	2017			JANUARY	2018		
Monday	21	CLASSES BEGIN	7:30 a.m.	Monday	8	CLASSES BEGIN	7:30 a.m.
Monday	28	Last day to register without a late fee	5:00 p.m.	Monday	15	MARTIN LUTHER KING JR. DAY (No Classes)	
SEPTEMBER				Tuesday	16	Last day to register without a late fee	5:00 p.m.
Monday	4	Last day to cancel a course assignment without it appearing on record		Monday	22	Last day to cancel a course assignment without it appearing on record	
Monday	4	LABOR DAY (No Classes)		FEBRUARY			
Monday	18	Last day to withdraw a course with a grade of W or to add/modify a course with instructor and advisor signature	5:00 p.m.	Monday	5	Last day to withdraw a course with a grade of W or to add/modify a course with instructor and advisor signature	5:00 p.m.
OCTOBER				Monday	19	Last day for grade correction for fall semester 2017	5:00 p.m.
Monday	2	Last day for grade correction for spring semester 2016-17 and 2017 summer session	5:00 p.m.	MARCH			
Mon-Tues	9-10	OCTOBER BREAK		Monday	5	Second Eight-Week Courses Begin	7:30 a.m.
Wednesday	18	Second Eight-Week Courses Begin	7:30 a.m.	Friday	9 ^a	Last day withdraw from a course a W or WF grade	5:00 p.m.
Wednesday	25	Last day to withdraw from a course with a W or WF grade	5:00 p.m.	Friday	9 ^a	Last day to add/modify a course with Instructor, advisor and department head signatures	5:00 p.m.
Wednesday	25	Last day to add/modify a course with instructor, advisor and department head signature	5:00 p.m.	Mon-Sat	12-17	SPRING VACATION	
NOVEMBER				APRIL			
Wed-Sat	22-25	THANKSGIVING VACATION		Saturday	28	CLASSES END	12:20 p.m.
DECEMBER				Monday	30	FINAL EXAMS BEGIN	8:00 a.m.
Saturday	9	CLASSES END	12:20 p.m.	MAY			
Mon-Sat	11-16	FINAL EXAMS	8:00 a.m.	Saturday	5	FINAL EXAMS END	
Saturday	16	SEMESTER ENDS	9:00 p.m.	Saturday	5	SEMESTER ENDS	
Saturday	16	Deadline for pending Fall 2016 incomplete grades	5:00 p.m.	Saturday	5	Deadline for pending Spring 2017 incomplete grades to become failing grades	5:00 p.m.
Sunday	17	COMMENCEMENT (1 st Div.)	9:30 a.m.	Tuesday	8	GRADES DUE	5:00 p.m.
Tuesday	19	COMMENCEMENT (2 nd Div.)	2:30 p.m.	Friday	11	COMMENCEMENT (1 st Division) **	3:00 p.m.
		GRADES DUE	5:00 p.m.	Saturday	12	COMMENCEMENT (2 nd Division)	8:00 p.m.
				Sunday	13	COMMENCEMENT (3 rd Division)	9:30 a.m.
						COMMENCEMENT (4 th Division)	2:30 p.m.
						COMMENCEMENT (5 th Division)	9:30 a.m.
						COMMENCEMENT (6 th Division)	2:30 p.m.

2018 SUMMER SESSION (201830)

MAY				JULY			
Monday	14	12-WEEK MODULE BEGINS	7:30 a.m.	Wednesday	4	INDEPENDENCE HOLIDAY OBSERVED (No Classes)	
Monday	14	FIRST 4-WEEK MODULE BEGINS	7:30 a.m.	Friday	6	FIRST 8-WEEK MODULE ENDS*	5:30 p.m.
Monday	14	FIRST 8-WEEK MODULE BEGINS	7:30 a.m.	Friday	6	SECOND 4-WEEK MODULE ENDS*	5:30 p.m.
Monday	28	MEMORIAL DAY (No Classes)		Monday	9	THIRD 4-WEEK MODULE BEGINS	7:30 a.m.
JUNE				AUGUST			
Friday	8	FIRST 4-WEEK MODULE ENDS*	5:30 p.m.	Wed-Fri	1-3#	FINAL EXAMS FOR 2nd 8-WK MODULE	8:00 a.m.
Monday	11	SECOND 8-WEEK MODULE BEGINS	7:30 a.m.	Friday	3	SECOND 8-WEEK MODULE ENDS*	5:30 p.m.
Monday	11	SECOND 4-WEEK MODULE BEGINS	7:30 a.m.	Friday	3	12-WEEK MODULE ENDS*	5:30 p.m.
				Friday	3	THIRD 4-WEEK MODULE ENDS*	5:30 p.m.
				Saturday	4	COMMENCEMENT	9:30 a.m.

* Summer grades due by 5:00 p.m. of the second working day after the end of each module

TENTATIVE DATES FOR 2018-19

FALL SEMESTER		SPRING SEMESTER		SUMMER SESSION	
August 20 - December 15, 2018		January 7 - May 4, 2019		May 13 - August 2, 2019	
Labor Day	September 3 (Monday)	M. L. King Jr. Day	January 21 (Monday)	Memorial Day	May 27 (Monday)
October Break	October 8-9 (Mon-Tues)	Spring Vacation	March 11-16 (Mon-Sat)	Independence Day	July 4 (Thursday)
Thanksgiving Vacation	November 21-24 (Wed-Sat)	Commencement	May 10, 11, 12 (Fri, Sat, Sun)	Commencement	August 3 (Saturday)
Commencement	December 16 (Sunday)				