

Handbook
for
Graduate Students
in Chemistry
at Purdue University

AUGUST 2011

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 needed to satisfy the student's area of focus and departmental requirements.

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 students 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 your 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 Science Education should also consult the appropriate program chairman.

1.3 **Contents**

<u>Graduate Student Training</u>	4
<u>Master's Degree Program</u>	4
<u>Advisers 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	7
Oral Candidacy Examination	8
Annual Evaluation	9
Thesis Defense	9
Exceptions	10
Thesis Information	10
Thesis Deadlines.....	11
Special Registration Options.....	11
Leaving the University.....	12
<i>Graduate Appointments</i>	12
<u>Safety</u>	14
<u>Miscellaneous</u>	16
Insurance.....	16
Graduate Student Ombudsman.....	16
Graduate Student Advisory Board.....	16
Graduate Studies Committee-Appeal Procedure.....	17
Credit Union.....	17
Appendix I	18
Appendix II	20
Appendix III	22
Appendix IV	23
Appendix V	25
Appendix VI	28

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

2. **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 aspiration of the student and increase in responsibility as the student progresses. They are designed to supplement the more formal course work by a variety of pre-professional activities such as assisting in research and teaching, under staff supervision. The amount of time required of the student varies from 10 to 20 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. Students from outside the United States may be excused from the training requirement because of their different purposes and needs.
- 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 a few days before classes meet. Usually the professor in charge of each course will hold a staff meeting later that day. All graduate instructors must attend this first staff meeting.
- 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.

3. **Master's Degree Program**

- 3.1 (FAC 4/9/81) 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. **Advisers 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 presentation 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 Dr. Wild; 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 Dr. Wild within one week of meeting with the Division Head. Students may discuss their concerns with the Department Head or his/her designee.
- 4.2g Students selecting assistant professors as their first choice may complete the interview process and turn in their form as soon as eight signatures have been obtained. When the choice is accepted by the faculty the students will be notified by the Department.

- 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 9/20/01)
- 4.3a On occasion students may wish to change thesis advisors in order to pursue different research interests. In this event, students should carefully consider their options and follow the procedures outlined below. Students are encouraged to discuss their situation in confidence with their division head or Dr. Wild.
- 4.3b Students should talk to their current thesis advisor and discuss their situation. Sometimes these discussions provide a basis for finding new projects or new research directions while continuing in the same research program.
- 4.3c If the student decides it is necessary to change advisors, the student should meet with potential advisors and fully discuss their situation. The student should recognize that the potential advisor may also wish to contact the student's advisor to discuss the situation. The prospective advisor should ask for consent from the student prior to making contact with the current advisor.
- 4.3d Finally, the student must submit a written request to change advisors to the Department Head. The change in thesis advisor will not be officially recognized until it has been approved by the Department Head, after consultation with the faculty and division heads involved.

5. **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 background and help satisfy departmental course requirements.

5.2 **Selection of Thesis Supervisor and Advisory Committee**

- 5.2a Most students will select a thesis advisor during their first semester of graduate study. Each student's thesis advisor will work with him/her to select additional faculty to complete the advisory committee. The committee will include the student's thesis advisor, one member of the graduate faculty from the student's area of focus, and one member of the graduate faculty from outside the student's area of focus. Two members of the committee must be from the Department of Chemistry. The committee and student will develop a plan of study for the remaining courses needed to satisfy the student's area of focus and departmental requirements.
- 5.2b The Plan of Study is an electronic document required by the Graduate School to establish your advisory committee and declare all courses that will be used to satisfy departmental requirements. You should file your Plan of Study soon after selecting your major professor and advisory committee. The Graduate School requires that this must be submitted by the end of your first year. This document is submitted on-line at: ssinfo.purdue.edu.

All departmental course requirements must be listed on the Plan of Study (See section 3.2. for M.S. students and section 5.3 for doctoral requirements.) Your Plan of Study must list all focus area courses as primary area courses and those courses outside of your focus area should be listed as related areas courses. Seminar requirements are not required to be listed on the Plan of Study. Those students using transfer credits to fulfill departmental requirements must list the appropriate courses on this form. The form is submitted electronically as a draft which will be reviewed and approved prior to final submission.

5.3 **Course Requirements**

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), nine hours of which must relate to the student's area of focus and nine of which must be in at least two other areas. 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 chemistry courses. The student's area of focus could be any one of the traditional areas of chemistry or a special-focus area approved by the student's committee and the Graduate Studies Committee. No course grade lower than a AC@ may be included in the Plan of Study.

Part of the course requirements can be satisfied by credit in graduate courses from another institution, subject to approval of the student's committee and the Graduate Studies Committee.

5.4 **Seminar Requirement**

Before the end of their sixth semester students must present a formal seminar. The timing and content of the seminar must be approved by the candidate's committee and the faculty member in charge of the seminar program. Students should register for one credit hour of seminar in the semester that their seminar is presented.

5.5 **Written Report**

During their fourth semester each student will provide a written research report to their committee describing research progress and future plans.

5.6 **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 examination and questions regarding the exam can be addressed during the first 10 minutes.

The Cumulative Examinations

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.

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.

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.

2011-2012 Cumulative Examination Schedule

Saturday, 10:00 a.m. - 12:00 noon

August 27, 2011	WTHR 200	January 14, 2012	WTHR 200
September 24, 2011	WTHR 200	February 11, 2012	WTHR 200
October 22, 2011	WTHR 200	March 3, 2012	WTHR 200
November 19, 2011	WTHR 200	March 31, 2012	WTHR 200
December 10, 2011	WTHR 200	April 28, 2012	WTHR 200

Note: Pass/Fail lines will be posted in Bulletin Board 2B on the 2 nd floor of BRWN. Your 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.

5.7 Oral Candidacy Examination

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.

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.

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.

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.

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.

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. Please recognize that many faculty members have very busy schedules so it is critical for you to arrange for your 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 you submit your exam information three weeks prior to the requested exam date.

5.8 **The Ph.D. Dissertation Proposal in Chemical Education**

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).

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.

5.9 **Annual Evaluation** See Appendix VI

5.10 **Thesis Defense**

The thesis defense will consist of two parts. The first part will involve a public presentation of the research with 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 in the student=s focus area (this committee member does not need to be added to the Plan of Study).

Each graduate student is also asked to participate in an exit interview. This interview is conducted by the College of Science.

5.11 Evaluation of Progress

It is important that every graduate be provided a 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. 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 is necessary only when the advisor does not approve the report thereby creating a possible conflict with the advisee. The process as suggested by the College of Science is outlined in Appendix VI. As of this writing, the procedures are in draft form. The department anticipates that the second year report, fifth year check point and the oral examination will fulfill part of this evaluation process.

5.12 Exceptions

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

6. 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* (Sixth 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, ready for defense and approved by the major professor. 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.
- 6.3a Copies of the Thesis must be distributed to the student's examining committee at least one week prior to the final oral examination. It is the student's responsibility to duplicate their thesis. As we are unable to arrange for payment to Purdue for duplication made in our Copy Center, students must have copies of their thesis made either through Printing Services or a local copy shop.
- 6.3b The Department Head's copy of the thesis must be taken to the Chemistry Procurement Center for binding. The Library will keep this copy for the Department.
- 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 three weeks prior to the examination date. (Note: This means you need to complete thesis format three weeks prior to your 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 at the Purdue Libraries Thesis Office (Library Special Collections). When the thesis is presented for final deposit, a final check of the thesis will take place. The University Library staff will check the following: 1) paper requirement; 2) typeface and quality; 3) spacing; 4) margins; 5) page numbering; 6) title page; and 7) abstract.

6.7 Thesis Deadlines

Please be aware that the University has various deadlines to be met for the deposit of a thesis. These deadlines change each semester but in general follow this rule.

All final oral examinations must be held prior to the last week of classes (final exam week). This was adopted by the Graduate Council to ensure that students have ample time to complete any last minute corrections to the thesis, prior to the thesis deposit deadline which remains the last day of the semester.

The last day to deposit a thesis for graduation in a semester is the last working day of final exam week.

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 your only affiliation with Purdue during the term is to take your final oral examination. *You must defend your thesis by the eighth week of the semester (fourth week of the summer term).* If you do not hold your exam by this deadline, you will automatically be registered for 1 credit of thesis research and you 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 your degree have been met prior to the start of the term that your degree will be awarded. This means your final oral exam must be completed prior to the start of the semester.

If you choose to register for one of these options, please see the receptionist in BRWN 2100 for the Registrar's Form 23. You will be required to have approval from your major professor, Dr. Wild, 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 you are leaving the Chemistry Department, it is necessary for you to complete a check-out form. You are responsible for returning all keys, settling any storeroom accounts, completing any departmental duties, cleaning your working quarters, returning all library books, and returning any storeroom charge cards. Check-out forms are available in BRWN 2100 and WTHR 140.

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 School 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. **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, Graduate Teaching and 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 8/31/11, 9/30/11, 10/31/11, 11/30/11, 12/29/11, 1/31/12, 2/29/12, 3/30/12, 4/30/12, partial 5/31/12.
- 8.2c Summer pay dates: Check with the Business Office.
- 8.2d All graduate students are required to pick up their pay checks and should cash them within two weeks after a pay date. Direct deposit slips will be placed in your Chemistry mailbox. Students may request the business office to deposit their checks at any of the local banks or the credit union; however your student or employee identification card will be required to pick up paycheck. There is an employee self serve 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 (8/15/11) and (1/3/12) and the summer session (6/4/12). Academic appointments are required to be available until final grades are submitted to the registrar. Academic year appointments receive vacation when classes are not in session. This includes the period between terms, excepting the week before and after classes 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 Dr. Wild for Teaching Assistants and by your 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 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, and 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. Teaching Assistants can find out their grades by asking Dr. Wild.
- 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. **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 Chemistry graduate student is expected to take a non-credit course, "Safety in the Chemistry Laboratory" (CHM 605) at the earliest semester possible. Graduate students beginning work any other time than the Fall semester must complete - before beginning lab work B 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 Dr. Swihart	ext. 47063
Electrical hazards	See Mr. Schutz	ext. 45211
Optical hazards(lasers)	See Dr. Swihart	ext. 47063
Radiation hazards	Contact REM	ext. 46371

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 near by 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 Dr. Swihart at swihart@purdue.edu and complete the incident report at <http://www.chem.purdue.edu/chemsafety/IncidentReport.htm>.

10. **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, BRWN 2107.
- 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, BRWN 2107.
- 10.2 Graduate Student Ombudsman. Dr. Wild (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 his/her peers to serve on the GSAB. The group meets regularly with Dr. Wild to discuss any problems, suggestions, or concerns that have been expressed to them.
- 10.2b One graduate student from each division is elected by his/her 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 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 chairman 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 chairman leaves during the year, the current committee will select a chairman from the remaining board members. The first year representative is eligible for the chairmanship and if elected will serve as both first year representative and chairman until the new first year representative is elected. No individual will be permitted to succeed themselves as chairman.

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

The Board will meet monthly and 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	Benjamin Owen	bcowen@purdue.edu
Co-Chair	Charity Wayua	cwayua@purdue.edu
Analytical	Ashley Witttrig	awitttrig@purdue.edu
Biological	Michael Hansen	mhansen@purdue.edu
Chemical Education	Ashley Versprille	simpsoa@purdue.edu
Inorganic	Ellen Matson	matson@purdue.edu
Organic	Jerrin Kuriakose	jkuriako@purdue.edu
Physical	Amanda Hemphill	ajhenry@purdue.edu
First-year (until October)	Jill Lockhart	jlockhar@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.

10.4 Purdue Employees Federal Credit Union

10.4a Membership in the Purdue Employees Federal Credit Union is open to employed graduate students, research assistants, and graduate teaching assistants. You can authorize payroll deductions from your check to facilitate systematic savings.

10.4b Loan services, based on your income and credit rating, is also available. A line of credit can be established at a reasonable per annum rate. Short term loans for trips and payday advance loans are available at the same annual rate, which is figured at a one percent per month rate on the unpaid balance. No minimum charge or prepayment penalties are assessed.

10.4c For more information call the Purdue Credit Union at 497-3328. You may visit their offices at 540 Northwestern Avenue or in the Purdue Memorial Union. Hours are Monday - Friday, 9 a.m. to 5:30 p.m.; Saturday, 9a.m. to 12 (noon).

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 minutes 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 usually asked to present a research seminar. It may be advantageous to schedule it before job interviews. Sign up with the seminar chairman.

B. Biochemistry Division

Graduate students must give at least *two* seminars open to the general academic community. One of these seminars shall be given prior to the oral candidacy examination. The subject matter of this seminar shall be chosen by the student after consultation with the faculty member in charge of the seminar. The second seminar shall be given in conjunction with the final oral examination and defense of the thesis.

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. 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.
3. Attendance will be the primary criterion for satisfactory performance by non-presenters enrolled in the course.

4. Each year the Division will present a monetary award for the best literature seminar as well as the best research seminar.

E. **Organic Division**

The divisional seminar is intended to provide a weekly gathering of the students and faculty at which significant material from the recent literature 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, commonly in the semester after the oral prelim is passed. 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) independent literature search,
- (ii) Ph.D. dissertation research.

This requirement must be fulfilled by the end of the student's **sixth** semester.

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 (ii). It is expected with option (ii) 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

The **H. C. Brown Organic Graduate Research Award** and **Abbott Laboratories Award for Excellence in Organic Chemistry Research** will be presented on a recurring basis, consisting of \$500 cash prize and a wooden plaque each year.

Selection Procedure and Eligibility

- a. Each year **three Organic Graduate Research Awards Committee members** consisting of three **Organic Faculty** members are to be appointed by the Head of the Organic Division.
- b. Graduate research work that is represented by papers submitted to, in press, and/or published in recognized, refereed journals within the past year may be submitted by either an **Organic Graduate Student** or his/her **Research Adviser**. At least in one paper, the candidate should be the senior coauthor indicating that his/her contribution is of crucial importance to the work. A letter of recommendation by the research adviser is not necessary, but it may be useful in clarifying the nature of contributions by the candidate.
- c. All **Organic Graduate Students** are eligible for this award regardless of their sex, race, and nationalities.
- d. **The deadline** for submission is **March 1**.

e. Selection Procedure

- i. On one organic seminar day in March, all candidates may be asked to present posters similar to those at the ACS meetings. The Selection Committee is to select 4 candidates on the basis of the documents submitted earlier and the posters. The Organic Faculty then decides the winner of each of the two awards.
- ii. Award winners may be invited to give a 15-minute presentation as part of the Brown Lectures.
- iii. Award winners are invited to the luncheon by the Organic Division.
- iv. The name of the winners of this award will be permanently inscribed on a plaque to be displayed in or around the Organic Division Office.

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 three 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.

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>
(\$18,700) ^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 2011-2012 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 -- up to three 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

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

DEPARTMENT OF CHEMISTRY

Paul B. Shepson
Head of Chemistry

TO: All Faculty, Staff, and Students
FROM: Paul Shepson, Chemistry Department Head
RE: Antiharassment Policy
DATE: August 15, 2008

This memo outlines the Department's support of the University's policies and procedures regarding all types of supervisory and coworker harassment. This is a very important issue that goes to the establishment of 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 three "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. These are: Beatriz Cisneros, Marcy Towns, and Mahdi Abu-Omar.

An additional contact will be announced at a later date. 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 • 425 Central Drive • West Lafayette, IN 47906-2018
(765) 494-5203 • Fax: (765) 494-0239 • pshepson@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 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 Research 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 Research Report Form.

Fourth (and Subsequent) Years

By the end of the fourth year, and each subsequent year until graduation, 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. 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 Research Report Form.

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.