
The University of Oklahoma

Department of

Chemistry and Biochemistry

Graduate Student Handbook
Fall 2007

CHEMISTRY GRADUATE STUDENT HANDBOOK
(Revised 7/26/07)

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Please Read

**This Handbook contains information that will be helpful
as you become acquainted with the policies and procedures of the
Department of Chemistry and Biochemistry
The University of Oklahoma**

I. Departmental Information

A. Getting Started

Welcome to the University of Oklahoma Department of Chemistry and Biochemistry. We are very glad that you have arrived and are ready to begin your graduate studies in our department. In order to help you get your feet on the ground, we have compiled a list of tasks that you need to complete in order to get started at OU. You have probably already completed most, if not all, of these items. But, if not, the list is below and not necessarily in order of priority.

1. Report to the departmental office as soon as possible after your arrival. Give us your local address and phone number when you have found a place to live. Pick up your payroll packet, complete and return to us in the Chemistry Office on or before your first day of employment. If you have specific payroll questions, contact the Payroll Office in the Nuclear Engineering Laboratory Building (NEL) Room 244. They are much better able to help you with questions such as deductions, withholdings, etc.

There are five (5) forms which you are required to complete and return, along with a copy of your Social Security card and a second form of photo identification (driver's license, passport, school ID, etc). The forms include:

- A. Loyalty Oath to the State of Oklahoma
- B. Personal Data Form
- C. W-4 Form (Income tax withholding declaration)
- D. I-9 Form (Employment eligibility affirmation)
- E. Automatic Deposit of Check

Included in the payroll packet is a form for additional withholding of Oklahoma State Tax. This form is optional.

2. If you are an International student, you must check in with International Student Services. Take your passport, I-20 and other documents with you, as they will need to make copies. The office is located in the Hester Hall (SCI) Room 155. The International Student (ISS) Office will be an important place for you, so please make contact as soon as you arrive.
3. If you do not have a Social Security number you must apply for one, or re-apply for a duplicate if you have misplaced your card. **EVERYONE MUST SHOW HIS/HER SOCIAL SECURITY CARD TO BE PAID!**

For International students, the Social Security Office requires a letter from our International Office stating that you are a student at the University of Oklahoma. At the present time, International students who do not have a Social Security card, or need a replacement card, will be notified of the proper procedure for obtaining a number. This will be done by ISS issuing a letter to take to the Social Security Office located at 240 NE 27th Street, Moore, Oklahoma.

It will take about two weeks to receive your Social Security card. As soon as you receive your card, bring it to the Chemistry Office and we will make a copy for our files. You must also take your card to the Payroll Office in NEL Room 244 so they can make a copy to have on file.

You cannot receive a paycheck until all the required documents and identification information have been completed and returned to the appropriate office(s).

4. Payday is the last working day of each month. It is possible your first check may be in the Bursar's Office in Room 208 of Buchanan Hall. Bring some form of identification with you when you pick up your check.
5. If you have been notified by the Graduate College and/or the Office of Admissions that they require additional information, such as transcripts with degree posted, go to the appropriate office with the required information.
6. Your next stop will be the first floor of the Oklahoma Memorial Union (OMU) room 127, where your University Identification (ID) card is made. You must present a photo ID (driver's license, passport, or military ID). The cost is \$15.00.
7. If you are an International student and English is not your native language, you must, go to the English Assessment Program Office in Robertson Hall Room 201 to obtain information on the oral and written English exams and make an appointment to begin the process.
8. Please note that on a teaching assistant appointment you are not allowed to work anywhere else on campus without canceling out your present appointment. Other information concerning assistantship appointments can be found in the Assistantships section of this handbook.
9. After the placement tests are completed and you have been advised by the Graduate Committee (see calendar) enrollment will be done for you this first time. All enrollment is done on-line at <http://enroll.ou.edu>. In the following semesters please note that you may need special permission to enroll in a class. Please see Chemistry Front Office staff for assistance.

You may not enroll in courses other than chemistry courses without written permission from the Graduate Committee.

10. After you are advised by the Graduate Committee and know where your temporary desk space will be, keys to that lab will be given to you, along with the keys to the Chemistry Building. Outside building(s) keys are very important, since the entrances are locked every evening at 6:00 pm and on weekends. When you leave us at the end of your graduate studies, you **must** return the keys to the office.
11. Graduate students, faculty and post-doctoral fellows are eligible to access the Chemistry-Mathematics Library when the Library is closed. Access will be through the OneCard system. The security measures in the Chem-Math Library will include a security exit gate, video camera and security cards for after-hours access. These measures were necessitated by apparent losses of materials from the library.

Your completed application form for a Faculty/Student ID Card (OneCard) will be reviewed by the Chair of the Departmental Library Committee and the Chair of the Department of Chemistry and Biochemistry. Following this review the applications will be forwarded to the Director of Public Services, University Libraries for final approval. OneCard authorization will then be issued from the Dean's Office in Bizzell Memorial Library. Applications that are not approved will be returned unsigned to you.

If you have any questions please let us know. Do not rely on others for information and do not use what other students have done in the past as a model. Policies and Procedures change. If you are uncertain and need assistance within the department, please check with Dr. West (Graduate Liaison), Dr. Nicholas (Graduate Committee Chair) or Sandra Fisher/Carol Jones in the Chemistry front office room 208. We are happy to help you in any way possible!

If you need information or assistance with procedures pertaining to Graduate College requirements, we recommend that you first check with the Chemistry Front Office, Dr. West, or Dr. Nicholas. If they cannot answer your question, go to the Graduate College and see Don Rodgers.

**Good luck with your studies and research in the
Department of Chemistry and Biochemistry.**

B. Office Facilities

1. ***Check your email at least twice a day.*** Most notices and information will be sent by email. Make certain Carol Jones has your OU assigned email address. Check your mailbox in the main Chemistry Office twice a day. **Do not have your personal mail sent to the Chemistry Office.**
2. ***Copy Machines*** The room where the copiers are located is kept locked at all times. Keys are near the FAX machine in the office. Copiers may be used for photocopying material for the courses you teach. If you are making copies for research, you will use the research code number assigned to your major professor. You may also make personal copies (within reason) and you will be billed accordingly. The number of personal copies you make, along with your **first and last name** should be entered on the sheet in the copy room. *If you are teaching, the last 5 digits of your Sooner ID number is your personal code and will be entered into the two copy machines.*

Our machines are in constant use and when we have problems with the copiers it's inconvenient for everyone. Please follow the instructions posted! If you are uncertain about the use of these machines, please ask office staff for assistance!

UNDER NO CIRCUMSTANCES ARE READING COPIES AND/OR DISSERTATIONS TO BE RUN ON EITHER OF THE OFFICE COPIERS.

3. ***Typewriter*** You are welcome to use the typewriter in the copy room for such things as typing forms, reports, etc., which cannot be done on the computer. Always lock the door and return the key to the office when you are finished. Be sure to turn off the typewriter and cover it when you are finished.
4. ***FAX*** The FAX machine is located in the front office. Instructions for use are posted and there is a folder nearby which contains billing codes for the faculty. The office staff will assist you in learning the procedure; however, you are responsible for sending your own FAX messages. If you expect to receive a FAX make certain your name is on the cover sheet.
5. ***Lounge/Microwave*** There is a lounge for graduate students located between the Chemistry Building and the Chemistry Building Annex on the first floor. Your entrance key will open the door to this room. A microwave is located in the lounge for use by anyone in the department. Please make sure the door is locked and you have removed any trash and cleaned up any mess caused by your use. If the area is not maintained properly by each person who uses the lounge, the room will no longer be available for graduate students to use as a lunchroom.

**Please take care of all the equipment and facilities,
and clean up after use.**

C. Departmental Staff 2007-2008

THE FACULTY

Analytical

Dr. Blank	121 ChBA	5-2967
Dr. Taylor	312 ChB	5-3820
Dr. White	331A PhSC	5-4806

Biochemistry

Dr. Cook	219B PhSC	5-4581
Dr. Klebba	130Q PhSC	5-4969
Dr. Roe	2107 SRTC	5-4912
Dr. Rybenkov	130A PhSC	5-1677
Dr. West	220 ChBA	5-1529
Dr. Zgurskaya	130C PhSC	5-1678
Dr. Paul Sims	119 ChBA	5-1324

Inorganic

Dr. Ashby	327 PhSC	5-2924
Dr. Houser	213 ChBA	5-3551
Dr. Richter-Addo	208 ChB	5-4811

Organic

Dr. Cichewicz	218 ChBA	5-6969
Dr. Glatzhofer	302B PhSC	5-3834
Dr. Halterman	437 PhSC	5-4836
Dr. Morvant	110 ChB	5-9011
Dr. Nelson	308 PhSC	5-2288
Dr. Nicholas	219 ChBA	5-3696
Dr. Soloshonok	315 PhSC	5-8279

Physical

Dr. Frech	330 PhSC	5-3831
Dr. Rice	B11 ChBA	5-5831
Dr. Wheeler	112 ChB	5-3502
Dr. Yip	413 PhSC	5-2054
Dr. Khandogin	309 ChB	5-0458

Non-Divisional

Dr. Clifford	310 ChB	5-4383
Dr. Mao	311 ChB	5-4385
Dr. Schroeder	111 ChB	5-3092

Science Education

Dr. Abraham	109 ChB	5-4981
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Research Support Services

Dr. Nimmo	105 ChB	5-0677	NMR Spectroscopist
Dr. Powell	318 ChBA	5-4542	Staff Crystallographer
Bryan Prince	105 ChB	5-1126	Protein X-Ray Lab
Dr. Zhang	B13B ChBA	5-4749	Mass Spec Facilities

Chair, Dept of Chemistry & Biochemistry

Dr. George Richter-Addo

Assistant Chair

Dr. Robert Houser

Graduate Liaison

Dr. Ann West

The Graduate Committee

Dr. Nicholas (O), Chairman

Dr. West, Graduate Liaison

Dr. White (A)

Dr. Cook (B)

Dr. Houser (I)

Dr. Wheeler (P)

SIGNIFICANT PERSONNEL

Departmental Office – 208 ChB

Sandra Fisher	Office Manager/ Admin. Asst. to Chair	5-4812
Carol Jones	Graduate Program Asst.	5-2946
Nancy Palmer	Accountant	5-2919
Xiao Sheng	Staff Asst. /Payroll	5-8674
Mary Sandefer	Office Assistant	5-4811

Instrumentation & Electronic Service – 221 ChBA

John Black	Coordinator	5-2314
Carl Van Buskirk	Electronics Instrumentation Specialist	

Chemistry Stockroom – B5 ChB

Laura Cornell	5-5561
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Instructional Laboratory Stockroom – 116 ChBA

Susan Lauterbach	5-2742
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Glassblowing & Machine Shop – 323 ChBA

Jim Cornell	5-4535
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Undergraduate Curriculum Advisor – 214 ChBA

Lance Goins	5-4121
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Chem-Math Library – 207 PhSC

Lina Ortega, Librarian	5-5628
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II. Assistantships

A. Graduate Assistant Workloads and Stipends

Graduate Teaching Assistants (0.5 FTE appointments) are normally assigned the equivalent of two laboratory meetings per week and related tasks dependent upon the specific course. The normal workload ranges from 6-8 contact hours weekly and any grading, proctoring, preparation, etc. Past investigations indicate a total of work hours in the range of 12-15 weekly. [Chemistry graduate students holding teaching assistantships earn more than twice as much as other teaching assistants in the University.]

Departmental policy generally does not permit graduate assistants to hold outside employment in addition to their teaching or research assistantship. Some short-term activities, especially those of a professional chemical nature, may be permissible. Each such employment, however, should have the written approval of the Research Director and the Graduate Committee.

B. Vacations and Holidays

It is important to remember that the times that classes are not in session are not to be construed as vacation time for employees of the Department of Chemistry and Biochemistry. In general, these are important times in which we can concentrate on research, prepare for the time classes will be in session and catch up on the things that need to be done.

Both TA and RA stipends are paid to support graduate assistants as they teach, study, do research and work to meet the progressive requirements (proficiencies, general examinations, etc). Just as the faculty typically use a substantial part of the break periods to concentrate on research and other professional obligations, the teaching and research assistants are also expected to use a substantial part of such breaks to work on research and make progress on their non-classroom requirements.

Certainly, everyone is entitled to take off the holidays in which most offices at the University and around town will be closed. However, to leave immediately after class work is over and not return until just before classes start again is generally not acceptable. Basically, a year-round TA or RA appointment should entitle a graduate assistant to about two weeks of time off each year, including ordinary holidays (e.g., Thanksgiving, Christmas Eve and Christmas Day, New Year's Eve and New Year's Day, 4th of July, etc.).

It is present policy to cancel appointments for any vacation leave time in excess of two weeks per year for graduate assistants appointed by the Department. Thus if someone wants to take one month (total) off he or she would automatically lose two weeks stipend. (This does not include leaves for illness or maternity, which are handled separately.) Any and all leaves taken by students must have the prior approval of their supervisor. If hired by the department as a TA, this supervisor is the Assistant Chair. Graduate Assistants are also expected to show that the extended leave neither slows their progress nor causes any delay or other impairment of Departmental activities connected with teaching, research or academic requirements.

Research assistants are expected to work out specific agreements with their research director on the details associated with any leaves taken.

FOR BOTH TEACHING AND RESEARCH ASSISTANTS, NEVER LEAVE WITHOUT NOTIFYING CHEMISTRY FRONT OFFICE THAT YOU WILL BE AWAY AND WHEN YOU WILL RETURN!!

The statements here are not intended to say that you cannot take a reasonable amount of time off. What is intended is simply that there should be no expectation that you can take a holiday whenever classes are not in session. You are now developing professionals who have a very busy agenda if you are going to achieve all that you expect and all that we expect of you. To accomplish your goals in a reasonable time, you will have to use the time between semesters to make progress, especially in your research.

Specifically for the Christmas holiday, you should be aware that all departmental employees are ordinarily expected to be here on the first working day following New Year's Day. For those of you who are just starting it may be necessary to take specific proficiency examinations (schedules will be available in the office), this includes English Proficiency for International students. It is also an opportunity to make some progress, however large or small, on research. Of course, since you are assigned to teach or work in specific areas you are also expected to be available for any planning or preparative work that the instructor or supervisor decides upon.

C. Maximum Period of Support for Graduate Students

A graduate student who is making satisfactory progress toward the Ph. D. or MS degree may be supported for the nine (9) months of the academic year (fall and spring semesters). Such students may also be offered TA support, if needed, for the two summer months each year. TA support is normally guaranteed for the first 12 months of graduate school. While TA support is typically available for students in their second through fifth years, it is not guaranteed.

Support beyond the fifth year should, in general, NOT be expected; however, individual mitigating circumstances will be considered. Of course, the time for fulfillment of the requirements for the PhD, especially the research, cannot be prescribed. Currently the average time for completion of all degree requirements appears to be about 5 years. Students may have good reasons for exceeding the 5-year period and such cases, when documented, are likely to be reviewed favorably by the Graduate Committee.

The maximum eligibility for support as a graduate assistant is seven (7) years. Requests for an extension of support beyond seven years will ordinarily not be considered.

III. General Information

A. Useful Telephone Numbers

Admissions Office	325-2252
Affirmative Action Office	325-3546
Ambulance Service	360-1232
Athletic Department Ticket Office	325-2424
Bursar's Office	325-3122
Career Counseling Center	325-2700
Career Services	325-1974
CART	325-2278
Computing and Telecommunications	325-1873
Crisis Line	325-6963
Disability Services	325-3852
English Assessment Program	325-1838
Goddard Health Center	325-4611
Graduate Student Insurance	325-4611
Graduate Student Senate	325-4041
Graduate College	325-3811
Housing Programs	325-2511
Huston Huffman Center	325-3053
International Student Services	325-3337
Job Information Line	325-1826
Lloyd Noble Center Ticket Office	325-3838
Lost and Found	325-6953
Minority Student Services	325-3163
Non-traditional Student Services	325-3163
Norman Fire Department (non-emergency)	321-8696
Norman Police Department (non-emergency)	321-1600
Norman Regional Hospital	307-1000
Office of Disabled Student Services	325-3163
Office of Financial Aid	325-4521
OU Police Department (business)	325-2864
OU Police Department (emergency)	911
Parking and Transportation	325-3311
Registrar	325-2252
Sexual Harassment Complaints	325-3546
Student Affairs	325-3161
Technology Information Center	325-HELP
Tutoring Service	325-2452
University Information	325-0311
University Book Store	325-3511
Veterans' Student Services	325-4308

C. Parking and Transportation

Bus Service in Norman (CART)

The Cleveland Area Rapid Transit (CART) system is an inexpensive and convenient method of public transportation. The CART operates Monday through Friday. Cost to ride was previously 25 cents and a valid ID. The fee may have increased so check before riding. The CART travels to East Lindsey Street, West Lindsey Street, Lloyd Noble area, Main Street and West Norman. The Campus Shuttle, which makes the South Loop around campus every 30 minutes, and the shuttle from the Lloyd Noble Arena, where you may park, is free. Check with Parking and Transportation (Robertson Hall, room 304) for schedule and further information. 325-2278

Parking

Students can park at the Lloyd Noble Arena and ride the CART to the Main Campus. [For virtually all commuter lots and particularly the parking garage, you must arrive before 8:00 am, or all spots will be taken.] Commuter parking is available to all graduate students. You must park only in commuter parking lots. Graduate students who wish to park in Faculty/staff parking areas and who have completed their first year of graduate studies may enter a "parking pool". Every semester the Department is issued a small number of parking permits for graduate students. The students are invited to enter this pool and if your name is selected you will have the faculty/staff parking permit for the semester awarded. You may submit your name for consideration as many semesters as you wish; however, there is no guarantee that you will receive a permit every time. Please contact parking for questions about price.

D. Phi Lambda Upsilon

Phi Lambda Upsilon (PLU) is an honorary chemical society and is primarily the social organization in the Chemistry Department. The activities sponsored by the PLU include softball and golf tournaments, a chili cook-off, and an annual banquet, which recognizes outstanding performances of graduate students, faculty and staff. PLU also provides services to the department such as selling goggles and model kits to the teaching laboratories, sponsoring speakers and assisting with recruiting new graduate students.

The requirements for membership in this organization for graduate students are the completion of one year of graduate studies with a grade point average of 3.0. Undergraduates are also eligible with a cumulative grade point average of 3.5 and one year of supervised research in a chemistry laboratory.

The officers for the 2007-2008 year are listed below and are available for assistance.

President	Matthew Meredith	316 PhSC	5-3834
Vice-President	Ashwani Vashishtha	219 PhSC	5-6047
Treasurer	Kostyantyn Bobyk	219 PhSC	5-6047
Secretary	Frank Yopez	316 PhSC	5-3834
Alumni Secretary	Garry Chapman	328 PhSC	5-4992
Historian	Shekar Mekala	314 PhSC	5-8279
Public Relations	Steven Harris	222 ChBA	5-3750
Chapter Counselor	Dr. Susan Nimmo	105 ChB	5-0677

E. Where to Go

To Eat:

Expensive:	Charleston's Benvenuti's Legends	Indian Hills Steak House Outback 747
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Moderate:	Applebee's Chili's Champion's Marie Calendar's Don Pablo's Mexican Hunan's Chinese Olive Garden Red Robin Misal Bistro	Chelinos Mexican Coach's Cracker Barrel Golden Corral Taste of China The Mont Red Lobster On the Border Santa Fe Steak House
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And many, many more.

Campus

On the corner or close by:	Brothers Eatery Greek House (sandwiches) Hideaway Pizza Kim Son (Chinese) Orient Express Othello's Pepe Delgado's Café Plaid Service Station Restaurant Toto's Victoria's
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Student Union:	Amicus Café Bedrock Café Block & Barrel Bonici Brothers Bookmark Café Burger King Café DNA Cate C-Store Chick-fil-A Couch Restaurants Couch Express Crossroads Freshen's (Huston Huffman)	The Garden Spot HSC Food Court Lifestyles Quiznos Redbud Café Roscoe's Shang-hai Stir Fry Sooner Malt Shop Sooner Sports Grill Taco Mayo (Union) Taco Mayo (Cate) Wendy's Xcetera
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To Drink: You must be 21 or older to be served alcohol in Oklahoma.

F. Things to Do (in your spare time)

NORMAN

Duck Pond- Fun place to go run or sun. Also has exercise course
Fred Jones, Jr. Museum of Art
Horseback riding – Thunderbird Stables – 321-5768
Huston Huffman Center (work-outs and athletics)
Lake Thunderbird – public beach and grassy area with roped-off swimming area
“The Perfect Swing” (driving range, mini golf, rides, etc.) HWY 9 E of Lloyd Noble
Movies – total of 14 screens in Norman
Rupel Jones Theatre
Sam Noble Oklahoma Museum of Natural History
Sooner Mall
Tennis Courts on Timberdell Road

OKLAHOMA CITY

Baseball, basketball and hockey semi-professional teams
Bricktown (Historical restoration with restaurants, shops, river walk, etc.)
Carpenter Square Theatre
45th Infantry Division Museum
Frontier City Theme Park
Kilpatrick Omniplex – a science “hands-on” museum
Kilpatrick Planetarium
Myriad Botanical Gardens
National Cowboy and Western Heritage Museum
Oklahoma Firefighters Museum
Oklahoma State Capitol
Oklahoma City Zoo
Remington Park Race Track
White Water Bay Theme Park

STATE

Anadarko – Indian City
Chickasaw National Park in Sulfur
Canoeing on Illinois River near Tahlequah
Oklahoma Territorial Museum in Guthrie
Quartz Mountain
Red Rock Canyon
Roman Nose State Park
Turner Falls – a park area near Davis

AND MUCH, MUCH MORE!!!!!!