Office Hours
8:00-12:00 and 1:00-5:00, Monday through Friday

Office Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Extension</th>
<th>Office</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marie Greig</td>
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<tr>
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<tr>
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<tr>
<td>Fei Tsai</td>
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<td>18 KLA</td>
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</tr>
<tr>
<td>Annie Rogers</td>
<td>Department Secretary</td>
<td>x6-4527</td>
<td>77 KLA</td>
<td>arogers2@uoregon</td>
</tr>
</tbody>
</table>

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Academic Advising
The Department of Biology has its own Advising Center for undergraduate majors. The center is located in 73 Klamath Hall (x6-4525). Students can meet with trained peer advisers or one of the faculty advisers (Pat Lombardi or Jana Prikryl) for help in planning a program of study. The center also provides various resources including job and internship files, a file of special study opportunities, and graduate bulletins from other schools.

Classroom Assignments
The Registrar’s Office assigns classroom space. They do their best to make room assignments that use the available space as efficiently as possible. Ingrid Newman (curriculum assistant) is the department’s liaison with the Registrar’s Office. Please contact her if you have specials needs, questions or concerns.

Classroom Reservations
If you need a room for a review session or a special meeting, contact Annie Rogers (department secretary).

Computer/Printer Availability and Computer Lab
Computers and printers are available in the basement of Klamath Hall, room B26. Please see their website at http://microlab.uoregon.edu/klamath.shtml for hours of operation. This facility provides a wide range of computer resources available for all biology students, faculty, GTFs, and staff. Lab assistants are available to help with the basic use of the workstations and printing services. Biology IT Coordinator, Fei Tsai (346-6054) can assist with computer questions, help with biology course web pages, and providing computers for class use in biology labs and lectures.

There is also a workstation equipped with a computer networked to a printer and the Internet in the Biology Office that may be used by GTFs in the event an alternative is not available.

Confidentiality of Student Records
See http://registrar.uoregon.edu/records_privacy/faculty_staff for information about the UO Student Records Policy.
Copying
GTFs are welcome to use the copier in the Biology Office for instructional copying jobs. Please do not make copies at Kinko’s or somewhere else off-campus. Prior approval from the University of Oregon Printing Department must be obtained to receive reimbursement for off-campus copying service and such approval will only be given under limited circumstances.

Course Evaluations
Annie Rogers (department secretary) coordinates the course evaluation process. Each student in the class is asked to complete an evaluation of the course GTF. You will receive access to the written evaluations for your performance after the term is over and grades are processed. Copies of signed evaluations are kept in your file. In addition to student evaluations, the faculty member in charge of the course is asked to provide a written evaluation of each GTF.

Course Packets
Copyright clearance is the first step in creating a course packet. The Copyright Clearance Office (x6-5370, located next to Campus Copy in the EMU) has a helpful little booklet with procedures. Packets are sold at The Duck Store along with all other course books. If you would like extra copies of your packet to put on reserve in the library, be sure to indicate this when you place your order. The cost of the extra copies will be included in the cost of the copies that are sold. The Department of Biology does not normally purchase extra copies of course packets. See Annie Rogers (department secretary) for printing order forms.

Course Web Sites
Please see our IT Coordinator, Fei Tsai, if you need assistance in building a biology course web site.

Disability Services
The Office of Disability Services is an excellent source of information and assistance. See http://ds.uoregon.edu/. Disability Services recommends that you place this statement in your syllabus:
“If you have a documented disability and anticipate needing accommodations in this course, please make arrangements to meet with me soon. Please request that the Counselor for Students with Disabilities send a letter verifying your disability.”

Diversity
The University of Oregon and the Department of Biology are committed to a discrimination-free environment. See the UO policy statement on Equal Opportunity.

E-mail
The Department of Biology maintains an e-mail distribution list for all faculty and staff: biofaculty@lists.uoregon.edu. Only subscribers may send messages to this list. If you have a message for distribution to departmental faculty and staff, someone on the office staff can post it for you.

E-mail Identifiers
If e-mail addresses will be shared among class members, care should be taken to protect the privacy of those students who need it.

Final Examinations and Dead Week
Dead Week is the week preceding final examinations. See Attachment A for rules governing Dead Week and for the university’s final examinations policy. The rotating examination schedule is accessible via Duck Web each term.
Grading
The course syllabus should be used as a contract and clearly identify what will and will not be accepted as legitimate reasons for accepting late assignments. If you have any questions, you should check with the course instructor to find out how late assignments should be handled.
There are three options for final grades:
1) A letter grade.
2) An "I" (Incomplete). This is an option if the student deserves an extension to complete a minor yet essential requirement. It is not the right of a student to receive one. An "I" should never be given as a form of withdrawal. Effective winter term 2005, undergraduate students have one calendar year to make up an incomplete mark. Failure to make up the incomplete by the end of one calendar year will result in the mark of I automatically changing to a grade of "F" or "N".
3) A "Y" (No Basis For Grade). This is intended to be used only if the instructor or GTF has truly never seen or heard from the student—an error in registration. Students who take only one quiz and are never seen again should be given an "F".
Final grades do not need to be posted, as every student can access their grades on Duck Web.

Handing Back Papers and Exams
Confidentiality: If GTFs are returning papers and other assignments, it is their responsibility to return papers and other assignments in a way that protects the identity of the student.
Class papers and examinations: GTFs may be asked to collect and hand back course papers and examinations. If so, the GTF is responsible for keeping and handing back course papers and homework during terms they are assigned to assist with courses. If requested to do so, the department office staff will keep and hand back papers and examinations if the GTF is unable to do so due to an emergency.
Retention period: The official university retention policy is: (a) 1 term after completion for uncontested grade results, (b) until resolved for contested grade results. For complete information, see: http://libweb.uoregon.edu/speccoll/archives/schedule/index.html
Disposal: To protect the student’s right of confidentiality, the Biology office has a secure bin for recycling confidential material. A shredder is also available, but its use is not recommended.

Keys
Office and building keys are issued through the Department of Public Safety in Straub Hall. A key authorization card must be obtained from Annie Rogers in the Biology Office, then taken to the Public Safety office. There is a deposit required for each key.

Lunch Hour
The staff is normally off duty during the lunch hour, so the office doors are shut between 12:00 Noon and 1:00 p.m.

Office Hours for GTFs
Office hours are posted outside the Biology Office each term. Please let Annie Rogers know your scheduled hours. It generally does not work to hold office hours where your desk is located in a lab. See Annie Rogers at the start of the term if you would like to reserve room 15E Klamath or 360 Onyx for holding office hours. If you must miss your office hours, please remember to notify the office so that the staff will know what to tell students.

Research Clearance
University policy requires that students who expect to engage in research involving human or animal subjects receive approval of their research procedures prior to the collection of data. Protocol forms and a detailed explanation of procedures may be obtained from the Office for Protection of Human Subjects or the Office of Veterinary Services and Animal Care.

Sales of Books or Papers in Class
Book and packet sales are normally handled by The Duck Store. If there is a special situation that requires making sales to students, please obtain approval in advance.

Scantron Forms
Scantron forms are available from Annie Rogers (department secretary).
Sexual Harassment
Employees found to have engaged in sexual harassment are subject to disciplinary sanctions. The Office of Affirmative Action and Equal Opportunity is a good source of advice for assistance with these concerns. You can reach them at 346-3123.

Sick
If you are ill and need to miss class, please contact the instructor in charge of your course.

Social Security Numbers
Care should be taken to protect the privacy of student records. Social security numbers are not to be used in any form for posting grades. As an alternative, students may be assigned a code or number known only to the student and the instructor for the purpose of posting grades.

Student Conduct and Academic Dishonesty
Assistance is available from the Office of Student Conduct and Community Standards. You may reach them at 346-1141. See Attachment B.

Syllabi
Course syllabi are kept on file and they are used as reference for students and faculty. Many are also available via the department’s web page. See http://biology.uoregon.edu/

Teaching Help
The Teaching Effectiveness Program is an excellent resource for help with assessing and improving undergraduate instruction. It is a division of the Teaching and Learning Center and can be reached at tep@uoregon or x6-2177. See http://darkwing.uoregon.edu/~tep

Teaching Supplies
The Department of Biology maintains an inventory of instructional supplies and equipment in 125 Huestis Hall to support the department’s teaching functions. Please contact lab preps Holly Lynn (6-4651) or Misty McLean-Schurbon (6-4535) for assistance.

A fairly extensive video library is available at the Science Library. All lab rooms are equipped with LCD projects, computers and DVD players.

Telephones
All telephone extensions are on the university’s calleXpress voice-mail system. See http://telecom.uoregon.edu/voicemail/faq.html for full instructions.

If applicable, the office staff will encourage callers to leave messages on individual voice mail systems.

GTFs are welcome to use a phone in the Biology Office (77 Klamath) for work related phone calls. Likewise, if someone needs to reach a GTF, they may call the Department of Biology and a staff member will take a phone message and forward it to the GTF.

Textbooks
Annie Rogers, department secretary, x6-4527, coordinates textbook orders with The Duck Store. Textbooks distributed to GTFs belong to the department and should be returned at the end of the term for reuse in future terms.

Workspace
Should you need a room in which to hold office hours or conduct work related to your GTF appointment, rooms 15E Klamath and 360 Onyx may be reserved through Annie Rogers (department secretary).
Date: November 17, 2010 1:14:57 PM PST

TO: Faculty and Graduate Teaching Fellows

FROM: Russ Tomlin, Senior Vice Provost for Academic Affairs

RE: Dead Week and Final Exam Policy

I write to remind you of examination policies that may affect your course planning for the end of this term. Faculty legislation controls assignments that may be required during the last week of regular classes, commonly known as “Dead Week,” (Link here):

1. In the week preceding final examination during fall, winter, and spring terms:
   - No examination worth more than 20% of the final grade will be given, with the exception of make-up examinations.
   - No final examinations will be given under any guise.
   - No work that will be evaluated for grades/credit will be due unless it has been clearly specified on the class syllabus within the first two weeks of the term.

2. Take-home examinations will be due no earlier than the day of the formally assigned final examination for the class in question.

This action clarifies and extends earlier faculty legislation (1911 Faculty Assembly archives) prohibiting the giving of final examinations earlier than officially scheduled.

In addition, you should be aware of the Faculty Advisory Council’s statement on students with multiple exams:

“Examination schedules are listed each term in the Time Schedule. Students who are scheduled to take more than three examinations within one calendar day may take the additional examination(s) as makeup examination(s) later in the examination week. The instructor(s) of record for the course(s) beyond the third examination, counting in the order the examination(s) are scheduled, will arrange for (a) makeup examination(s).”

The following procedures were approved by the Undergraduate Council to address rare circumstances of competing exam times, (Link here). Students with examination conflicts may contact the Office of Academic Advising for assistance.

“In the case of two examinations scheduled at the same time, the course with the largest enrollment must provide an alternate examination. For conflicts between regular courses and combined examinations, the combined examination course must provide the alternate examination. For combined examinations with conflicts, the largest combined enrollment course must provide the alternative examination.”

Questions and concerns regarding this policy should be directed first to the relevant instructor, then the department head, and finally the dean if necessary. If additional input is needed, please contact me at 6-3029 or tomlin@uoregon.edu.
Academic Misconduct
At the University of Oregon

In the Code:

OAR571-021-00105: Definitions
(1) “Academic Misconduct” means the violation of university policies involving academic integrity. Examples include, but are not limited to:
(a) Intentional tampering with grades, resubmitting assignments for more than one class without the permission of the professor; and
(b) Intentionally taking part in obtaining or distributing any part of a test that has not been administered;
(c) Cheating, as defined in OAR571-021-0105(3);
(d) Plagiarism, as defined in OAR571-021-0105(26);
(e) Knowing furnishing false information to a University Official; and
(f) Fabrication, as defined in OAR571-021-0105(14).
(2) “Accused Student” means any student accused of violating the Student Conduct Code.
(3) “Cheating” means any act of deception by which a student misrepresents or misleadingly demonstrates that he or she has mastered information on an academic exercise that he or she has not mastered. Examples include but are not limited to:
(a) Giving or receiving unauthorized help in an academic exercise;
(b) Use of sources or resources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
(c) Acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; and
(d) Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
(14) “Fabrication” means the intentional use of information that the author has invented when he or she states or implies otherwise, or the falsification of research or other findings with the intent to deceive.
(26) “Plagiarism” means using the ideas or writings of another as one’s own. It includes, but is not limited to:
(a) The use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement; and
(b) The unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

OAR571-021-0215: Academic Misconduct Procedures
(1) Notice. Upon the discovery of suspected Academic Misconduct, as defined in OAR571-021-0100(1), the University Official with responsibility for the academic matter or the faculty member in whose course the incident occurred shall promptly notify the Student of the incident. This notice shall include a discussion of the option of having the case referred directly to the Director of Student Conduct and Community Standards.
(2) If a Student admits to Academic Misconduct in a course, the faculty member shall impose an appropriate academic sanction up to and including a grade of “N” or “F” and report the incident to the Office of Student Conduct and Community Standards. Written notice of the sanction or resolution without sanction shall be given the Student. If, in the judgment of the faculty member, further disciplinary action is warranted, the report to the Director of Student Conduct and Community Standards shall so indicate. The Student may appeal the academic sanction to the faculty member’s department head and, ultimately, to the dean of the college or school in which the incident originated.
(3) If a Student admits to Academic Misconduct in a situation other than a course, the responsible University Official may determine and implement an appropriate response and report the incident to the Office of Student Conduct and Community Standards. Written notice of the sanction or resolution without sanction shall be given the Student. If, in the judgment of the University Official, further disciplinary action is warranted, the report to the Director of Student Conduct and Community Standards shall so indicate. The Student may appeal the academic sanction to the University Official’s department head or director.
(4) If a faculty member or University Official and a Student cannot agree as to whether Academic Misconduct has occurred, the University Official or faculty member will, not later than fourteen calendar days during which the University is in session after the date the faculty member or University Official notifies the Student, make a written referral of the case to the Office of Student Conduct and Community Standards for resolution. The case will then be conducted in accordance with the procedures established in this Code.
(a) If there is a finding that the Student engaged in Academic Misconduct in a class, in addition to sanctions imposed through the regular student conduct procedures, the faculty member will assign an appropriate grade.
(b) If there is a finding that the Student did not engage in Academic Misconduct, no academic sanction may be imposed.
(5) Reporting Academic Misconduct. Regardless of the method of resolution, University Officials, including faculty members are required to file a written report of any Academic Misconduct with the Director of Student Conduct and Community Standards. These reports shall be treated as confidential and maintained consistent with the Student Records Policy, OAR571-020-0100 et seq.

(6) Withdrawing from a Course.
(a) If a Student's Academic Misconduct in a course results in an academic sanction, the student will not be permitted to drop or withdraw from the course, or to change the course's grading option, and shall be reinstated in the course if they have dropped or withdrawn.
(b) If a Student's Academic Misconduct does not result in an academic sanction, the Student may withdraw from the course or change the course's grading option at the later of:
   (A) Expiration of the withdrawal deadline for the course;
   (B) Expiration of the deadline for changing grade options; or
   (C) Five business days after the student receives notification of the decision or termination of Student Conduct Code proceedings without sanction.
(c) In the event the Student is found not responsible for Academic Misconduct and the Student no longer feels comfortable returning to the class, the Office of Student Conduct and Community Standards will assist the student to attempt to remove the "w" from the transcript.