



**AUBURN**  
SCIENCES AND MATHEMATICS

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# **Geosciences Graduate Orientation**

**August 2024**

**Dr. Raphaël Gottardi**

# Agenda

<b>8:00 AM – 9:00 AM</b>	<b>Student Ice Breaker and Breakfast</b>	<b>ALL STUDENTS</b>
<b>9:00 AM – 9:30 AM</b>	<b>Convocation (Dr. Hawthorne)</b>	<b>ALL STUDENTS / FACULTY</b>
<b>9:30 AM – 10:30 AM</b>	<b>Orientation (Dr. Gottardi)</b> Agenda: Introduction of organizations and committees, COSAM conflict reporting document, international programs presentation (led by a representative from international programs office), departmental laboratories and facilities, departmental social events and outreach opportunities.	<b>ALL STUDENTS / FACULTY</b>
<b>10:30 AM – 11:00 AM</b>	<b>Orientation cont. (Dr. Gottardi)</b> Travel and reimbursement procedures, student resources, grant and scholarship opportunities, departmental colloquium	<b>ALL STUDENTS</b>
<b>11:00 AM – 11:30 PM</b>	<b>New Students Orientation (Dr. Gottardi)</b> General departmental orientation	<b>NEW STUDENTS</b>
<b>11:30 AM – 12:00 PM</b> <i>Depending on timing , this part of the orientation may be done after lunch.</i>	<b>GTA Orientation (Dr. Gottardi)</b> Teaching workshop, TA assignments meeting (Drs. Fronimos and De Marchi).	<b>TEACHING ASSISTANTS</b>

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**ALL STUDENTS  
AND FACULTY**

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# Geosciences Student Excellence and Accountability Committee (G-SEAC)

- Charged with supporting student excellence initiatives and accountability in Geosciences and with contributing to COSAM initiatives
- Responsible for creating and assessing progress towards the department's student excellence goals, serving as an accountability structure for the department, and depending on circumstances, advocating for issue resolutions with department leadership
- Co-chaired by a faculty chair and the department G-SEAC graduate assistant.
  - All other faculty and student membership is voluntary
- Monthly G-SEAC meetings
- G-SEAC GA leads semesterly student-only town hall

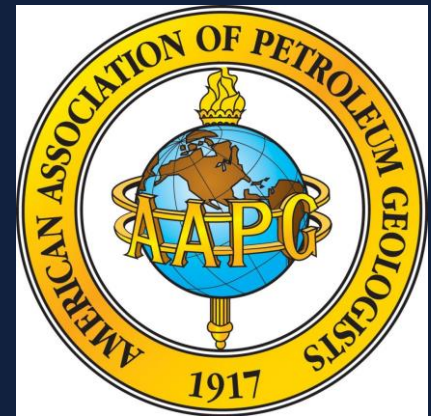
# Geosciences Student Excellence and Accountability Committee (G-SEAC)

- G-SEAC GA Responsibilities
  - Serve as a student leader
  - Assist in planning and coordinating events facilitated by the G-SEAC
  - Attend faculty meetings and retreats
  - Design and conduct Climate surveys to faculty and students every year
    - Work with G-SEAC and the Department Chair to make actionable plan and develop new initiatives based on the survey results
  - Assist GPO to update Graduate Student Handbook on student training, professional development, and issues
  - Help G-SEAC to develop a process of filing a student complaint or resolving conflicts
  - Assist in outreach to HBCUs, K-12 schools, community organizations, and alumni to build new collaborations and partnerships
  - Assist in publicizing and recognizing scholarly accomplishments and contributions of our students
  - Support communications (e-Geotiger, webpages update) and social media operations
  - Contribute to student learning/training needs of Geosciences
  - Assist with recruiting and supporting the colloquium series and/or workshops for Geosciences

# Introduction of Organizations and Committees

## SGE/AAPG

- The National Society for the Earth Sciences
- Some things that we do:
  - Monthly meetings
  - Tailgates
  - Tea Times
  - Social Outings
  - Community Service Days
  - Sponsor colloquium speakers



# Introduction of Organizations and Committees

- Some things that we do:
  - Monthly meetings
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# Introduction of Organizations and Committees

- How can you become a member?
  - Open to all graduate students!
  - For SGE
    - New members: one time fee of \$55 for a lifetime membership
  - For AAPG
    - Thanks to our sponsor, Chevron, new members are free to join!
- **Join us for a lab making kit party on Thursday August 22<sup>nd</sup> at 5:15 PM**



Follow us on Instagram for updates and announcements!

Any questions? Email [irb0023@auburn.edu](mailto:irb0023@auburn.edu) or visit our office BEMC2075

@sgeauburn78

# Introduction of Organizations and Committees

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- Geography Students Organization (GSO)
- Student chapter of Southeastern section of Association of American Geographers (AAG)
- The Honor Society of GTU (Gamma Theta Upsilon).

# COSAM Conflict Reporting

- Conflict has many sources in the workplace. Conflict can be due to discrimination, bullying, and/or issues of equity or inclusion based on race, national origin, religion, gender, marital status, familial status, disability, veteran status, sexual orientation, gender identity, gender expression, pregnancy and childbirth, medical conditions, etc.
- Additionally, conflict can arise because of issues with employees, coworkers, or supervisors related to behavior, work performance, problems with excessive work hours, bias-related incidents, conflicts of interest, work assignments, concerns with the quality of instruction/grades, etc.

# COSAM Conflict Reporting

- **COSAM believes it is crucial that we foster an environment of respect, open communication, and support for all members of our college.**
  - As a part of this commitment, it is necessary that we take all grievances very seriously and respond to them promptly and responsibly, with a goal of reaching an outcome that satisfies all parties involved.
- **Grievances are defined as a complaint or a strong feeling that you have been treated unfairly.**
  - To deal with conflict effectively, it is important to understand the resources available so that a resolution can be reached that works for all parties involved. This document presents guiding principles intended to support COSAM graduate students as they navigate reporting grievances and resolving conflict in their workplace.

# Reporting a Conflict

- Graduate students can direct concerns to several different entities, but generally the following order should be adhered to:
  - **Supervisor**
    - Generally, graduate students should address complaints to their immediate supervisor. In the case of GTA-related issues, the immediate supervisor would be the instructor of record (e.g., the faculty member). In the case of GA or GRA-related issues, the immediate supervisor would be the faculty advisor.
  - **Graduate Program Officer** (Dr. Gottardi [gottardi@auburn.edu](mailto:gottardi@auburn.edu))
    - Graduate students that are uncomfortable discussing the issue with their immediate supervisor or the issue does not fall under the purview of their immediate supervisor should report those issues to their GPO.
  - **Department Chair** (Dr. Hawthorne [tlh0069@auburn.edu](mailto:tlh0069@auburn.edu))
    - If the graduate student is uncomfortable speaking with their GPO, they may talk with their Department Chair.

# COSAM Conflict Reporting

- **Associate Dean for Research and Graduate Studies**
  - If the grievance needs to be elevated to the Dean's Office, the graduate student should contact the COSAM ADR, Dr. Mark Liles (lilesma@auburn.edu).
- If in doubt, ANY employee (including graduate students) can speak with:
  - **COSAM Human Resources Sr. Manager** (Mrs. Stephanie Woodley, woodlsc@auburn.edu) or **HR Generalist III**, Mrs. Katherine Calloway (ksc0013@auburn.edu).
  - Grievances can also be directed to **Sr. Assistant Dean of Strategic Initiatives and Programs**, Dr. Kimberly Mulligan (kxm0001@auburn.edu) in the Office of Academic Engagement, Innovation and Opportunity for guidance.
  - Matters will remain confidential and if they are unable to assist, they can direct the employee to the correct place.

# COSAM Conflict Reporting

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- <https://www.auburn.edu/cosam/departments/geosciences/geofide/index.htm>
- [https://www.auburn.edu/cosam/departments/geosciences/geofide/cosam\\_graduate\\_student\\_conflict\\_reporting\\_procedures.pdf](https://www.auburn.edu/cosam/departments/geosciences/geofide/cosam_graduate_student_conflict_reporting_procedures.pdf)

# International Programs

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- <https://www.auburn.edu/academic/international/iss/>
- Applying for a Visa ([link](#))
- Maintaining Visa Status ([link](#))
- Insurance ([link](#))
- Taxes ([link](#))



# Department Labs & Facilities

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- **Lab Group / Research Tour schedules for Friday August 23<sup>rd</sup> at 12PM (lunch provided).**
- Departmental research laboratories are contained in BEMC, Haley Center, Langdon Hall and CASIC Building.
- Langdon Annex
  - Rock saws, jaw crusher, pulverizer

# Department Labs & Facilities

- BEMC
  - Petrographic microscopes
  - Fume hoods
  - Magnetic separator
  - XRD/XRF
  - High T furnaces and pressure vessels
  - Ar/Ar laser mass spectrometer
  - Electron microprobe
  - Trace metal radiogenic isotope
  - Gas isotope ratio mass spectrometer,
  - High precision stable isotope water analyzer
  - Secondary Electron Microscope

# Department Labs & Facilities

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- CASIC
  - ICPMS (Inductively coupled plasma mass spectrometry).
- Haley Center
  - Laser diffraction particle size analyzer
  - GIS and remote sensing resources
  - Light Detection and Ranging (LiDAR) Laser Scanner.
  - Research Drones
  - Ground Penetrating Radar

# Department Labs & Facilities

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- Use of laboratory space and/or equipment in BEMC, CASIC Building, and Haley Center cannot be made without **prior approval from the faculty member responsible for a particular lab** or from Anthony Hall.
- Use of facilities should be for research or teaching purposes only.
- All equipment and laboratory space to which access has been granted should be carefully handled and properly cleaned after use. Any accidents or damage should be reported immediately to Anthony Hall.

# City of Auburn Community Data Hub

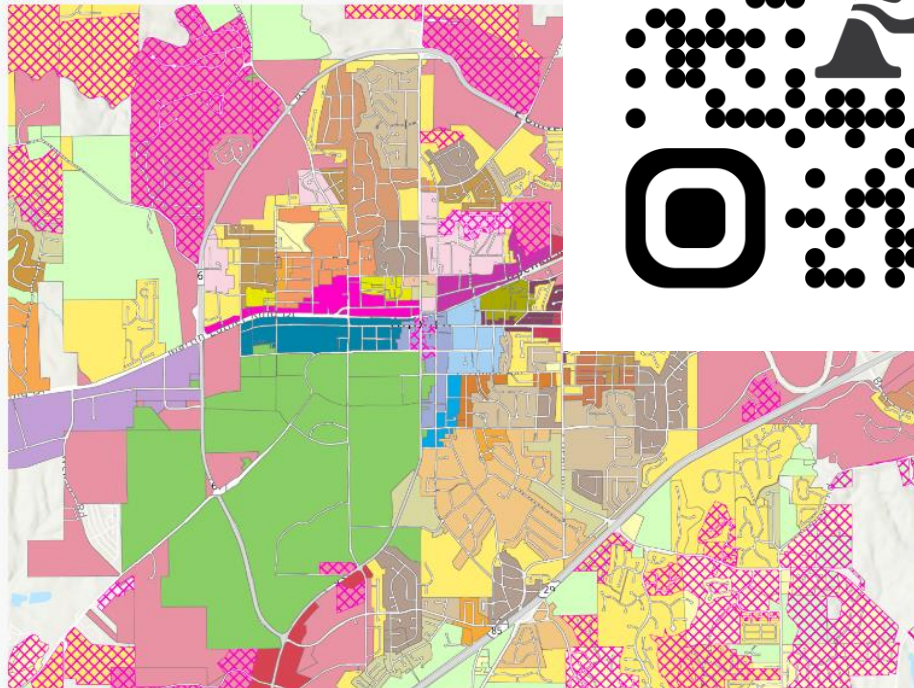
## City launches online community data resource hub

*May 23 2024*

**AUBURN, Ala.-** The community is invited to explore the [Auburn Community Data hub](#), a one-stop shop for those looking for geospatial information about zoning districts, flood plains, construction projects, long-range plans and more.

Available around the clock with up-to-date GIS data, the hub serves as a resource for students, homebuilders, engineers, developers, property owners and anyone else interested in researching property and development data. Data can be viewed through embedded maps and tables or exported in a variety of formats.

The site also highlights City plans that could have a future impact on land use and development throughout Auburn along with ways residents can engage with the City, such as the Auburn FixIt app.



# City of Auburn Community Data Hub

The screenshot displays a grid of 16 data layers, each with a thumbnail map, a title, a brief description, and an 'Explore' button. The layers are:

- Zoning Districts**: This layer delineates the different zoning districts withi...
- Addresses**: This layer is used to label all city addresses. There are no...
- Flood Plain**: This layer depicts flood plains (zones A & B) and FIRMs in an...
- Parcels**: The parcel layer delineates parcels within city limits as wel...
- Streets**: This layer depicts Auburn area streets. Attribute data is...
- City Limits**: This layer is derived from the Annexation layer. It represent...
- ACS Schools**: This layer contains the location for current Auburn City School...
- Planimetrics 2023**: Pavement, building footprints, and sidewalk polygons from...
- Water Features 2023**: Line and polygon data covering water features in Lee County,...
- Contours 2023 2ft**: 2-foot contour lines clipped to Auburn city limits. Data is fro...
- Zip Codes**: United States Postal Service zip codes in the Lee County, AL...
- Contours 2023 10ft**: 10-foot contour lines clipped to Auburn city limits. Data is fro...

- Zoning Districts
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- Contours 2023 10ft

# City of Auburn Community Data Hub

- Terms of Use
  - By accessing these items, you acknowledge the City's [Disclaimer](#). If you have questions or concerns about the use of these items, please contact Christopher Graff (cgraff@auburnalabama.org), Deputy Chief Information Officer and GIS Manager.
  - Geoscience Contacts:
    - Michael Agbozo (GIS Fellow, COA); msa0045@auburn.edu
    - Prof. Luke Marzen; marzelj@auburn.edu



# Department Social Events

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- GAB Fall 2024 Field Trip – Saturday October 19<sup>th</sup>
- SGE Football Tailgates
- GSO Trivia
- Departmental Spring Picnic/Award Ceremony



# Outreach Opportunities

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- Destination STEM (Fall, ~ Late October)
- Geography Awareness Week (Fall)
- GIS Day (Fall)
- Geoscience Day (Spring)
- Science Olympiads (Spring)
- Talons Days (Spring)
- Earth Day (Spring)

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# ALL STUDENTS

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# Graduate student expectations

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- **Professionalism**

- Graduate students should conduct themselves with professionalism in courses, department events, and interactions with department members.
- Further, graduate students should take ownership and responsibility for their degree and research progress.
- They should follow standard workplace etiquette, and all guidelines and policies laid out for Auburn University employees and students.

# Graduate student expectations

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- **Working expectations**

- Graduate student assistantships are full time.
- Students should work on a full-time equivalent schedule (meaning a 40-hour work week).
- Although GRA/GTA and fellowships have varying responsibilities, they should amount to a 40-hour work week in aggregate.
- Graduate student appointments are in-person positions.
- Any extended periods of remote work must be approved by both a student's advisor and the GPO.

# Graduate Student Expectations

- **Colloquium**

- Graduate student attendance at colloquium is **mandatory** for graduate students
- **Colloquium is a part of graduate education.**
- It provides a holistic perspective on cutting edge research in the field and trains students on how to give effective presentations.
- **Students should plan to attend every colloquium (Thur. at 3:30PM) and must provide explanation and notice for lack of attendance to the GPO.**
- Failure to attend Colloquium could result in disqualification for GAB funding, departmental awards, or further sanctions to student standing in the department.

# Graduate Student Expectations

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- **Publishing research**

- Graduate students in the department of Geosciences should aim to publish their thesis and dissertation research, in collaboration with their advisors and research groups.
- No publishing requirement for MS students
  - Department strongly encourages MS students to pursue publication
- Academic research conducted without publication becomes unknown to the world.
- PhD students are expected to have a manuscript submitted prior to their advancement to candidacy and should aim to have a publication plan in place for their thesis chapters prior to defending.

# Travel and Reimbursement Procedures

- Request for Authority to Travel (RAT) Form
- Upcoming Workshop with Ashleigh Rudd

AUBURN UNIVERSITY  
**REQUEST FOR AUTHORITY TO TRAVEL**

AN AUTHORITY TO TRAVEL AND/OR INCUR EXPENSES IN PERFORMANCE OF OFFICIAL DUTIES ON BEHALF OF AUBURN UNIVERSITY IS REQUESTED BY:

(Name & Banner ID)	(Title)	(Department)

1. *Nature and purpose of travel request:* \_\_\_\_\_  
(Attach the Conference, Workshop, etc. notice -- if applicable)

2. *Itinerary:* \_\_\_\_\_

3. *Time & date TRAVEL begins:* \_\_\_\_\_ *Ends:* \_\_\_\_\_

4. *Time & date MEETING begins:* \_\_\_\_\_ *Ends:* \_\_\_\_\_

5. *Estimated Costs:*

<i>Transportation</i>	Tourist Class Airfare (receipt required)	\$ 0.00
	Train Fare (receipt required)	\$ 0.00
	Personal Car: Mileage _____ @ current state rate 0.67 per mile	\$ 0.00
Round Trips to airports: Atlanta: 200 miles = \$134 Bham: 230 miles = \$154.10 Columbus: 82 miles = \$54.94 Montgomery: 124 miles = \$83.08	Airfare In-Lieu-Of Mileage (Quoted by 0.00 in Accounts Payable)	\$ 0.00
	University Vehicle (to be paid by ITV)	\$ 0.00
	Rental Vehicle - including gasoline & tolls (receipts required)	\$ 0.00
	Taxi/Bus/Subway Fares	\$ 0.00
	Parking (receipt required)	\$ 0.00
<i>Subsistence:</i>		
<i>In-State</i>	Per Diem 0 days @ current state rate \$ 0.00 per day	\$ 0.00
<i>Out-of-State</i>	Lodging -- actual expenses (receipt required)	\$ 0.00
	Meals -- actual expenses not to exceed current AU rate per day***	\$ 0.00
	Guest Meals -- actual expenses not to exceed current AU rate per day per person (receipt & guest list required)	\$ 0.00
6. <i>Registration:</i>	To be paid by traveler (receipt & copy of program required)	\$ 0.00
	To be paid separately by vendor voucher (copy of approved RAT required)	\$ 0.00
7. <i>Honorarium:</i>	Attach agreement/correspondence -- lump sum payment only no expenses allowed)	\$ 0.00
8. <i>Misc. Expenses:</i>	FAX & Telephone (receipt & itemization required)	\$ 0.00
	OTHER: (receipt & itemization required) 0.00	\$ 0.00
9. <b>TOTAL ESTIMATED COSTS:</b>		<b>\$ 0.00</b>
10. <i>Remarks:</i>	_____	
11. <i>Account Name</i>	_____	<i>Account #</i> _____
<i>Account Name</i>	_____	<i>Account #</i> _____
12. <i>Signatures:</i>	_____	
	<small>Traveler / Date</small>	<small>Supervisor / Date</small>
	_____	_____
	<small>Department Head / Date</small>	<small>Other / Date</small>
	_____	_____



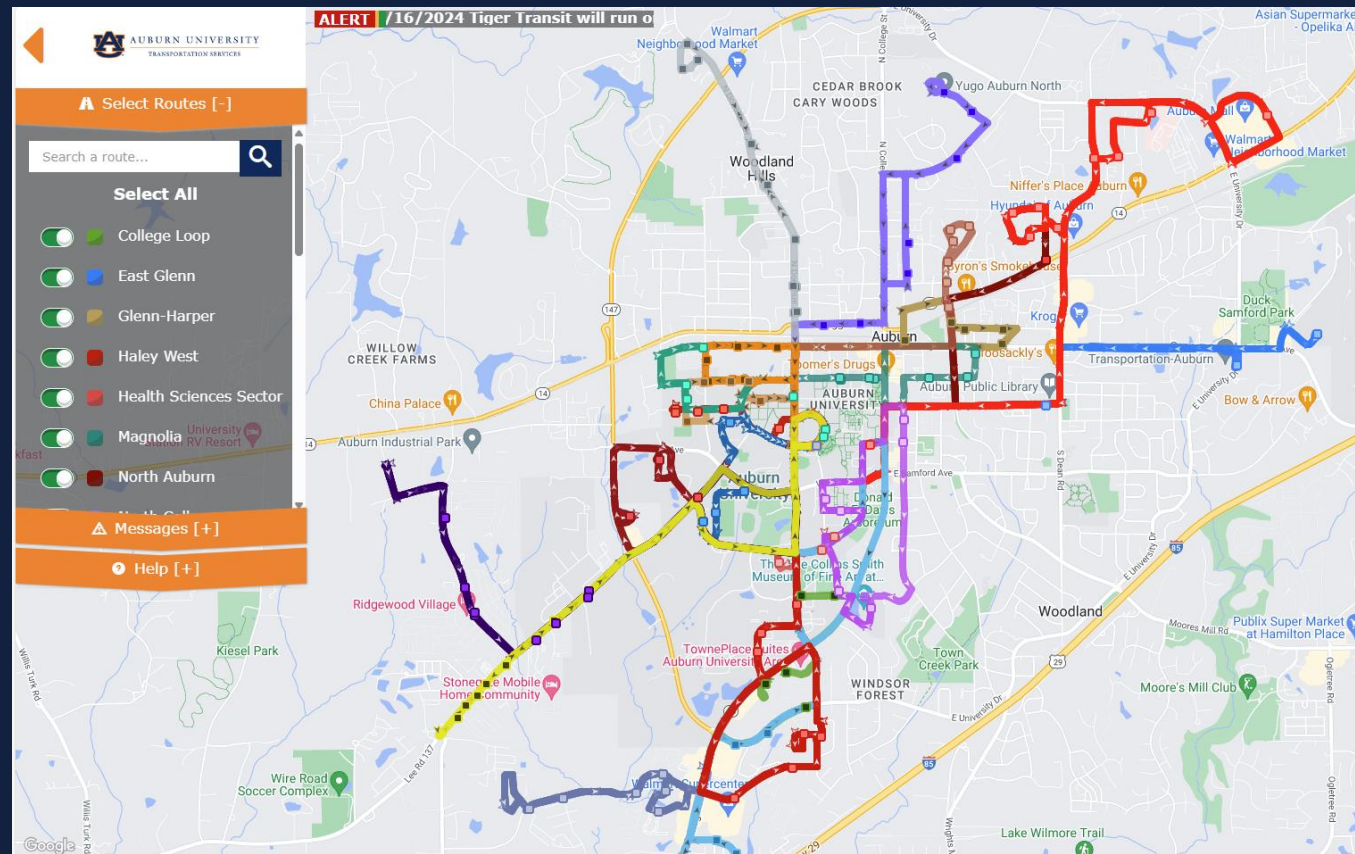
# Bus Transportation



- Valid Auburn University ID card
- Fall/Spring: Monday - Friday, from 7:00 am - 8:00 pm
- Summer : Monday - Friday, from 7:00 am - 5:00 pm.
- There is no transit service available on weekends, during semester breaks or during official Auburn University holidays and closure periods.

# Bus Transportation

- 22 lines
- [auburn.etaspot.net](http://auburn.etaspot.net)



# Food Pantry ([link](#))

- The goal of the Campus Food Pantry is to address food insecurity at Auburn University by providing nutritious food to students so they can focus on their education.
  - The only requirement to use the Campus Food Pantry is that the user must be a currently enrolled student who is experiencing food insecurity. The Campus Food Pantry trusts that students will use the food pantry only when they have a need for this resource. We understand that some students who use the Campus Food Pantry will have a chronic need for food while other students may only have a temporary need that may not be reflected in a financial statement.
- Students are able to access the Campus Food Pantry twice a month by visiting Lupton Hall. Check out the highlight “Get Here” on our Instagram: @au\_campusfoodpantry for assistance finding the location.

# Title IX Policies

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- **Title IX Policies** ([link](#))

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

*Title IX of the Education Amendments of 1972*

# Title IX Policies

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- **Sexual Harassment Policy ([link](#))**

- Consistent with the University's Non-Discrimination Notice and the U.S. Department of Education's implementing regulations for Title IX of the Education Amendments of 1972, Auburn University prohibits Sexual Harassment that occurs within its education programs and activities.
- As further defined herein, Sexual Harassment includes Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking.
- Administrators, faculty members, staff, students, contractors, guests, and other members of the University community who commit Sexual Harassment are subject to the full range of University discipline including verbal reprimand; written reprimand; mandatory training, coaching, or counseling; mandatory monitoring; partial or full probation; partial or full suspension; fines; permanent separation from the University (i.e., termination or dismissal); physical restriction from University property; cancellation of contracts; and any combination of the same.
- The University will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to the University's education programs and activities.

# Title IX Policies

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- **Policy Against Discrimination and Harassment ([link](#))**

- Auburn University is committed to providing a work and educational environment free of Discrimination and Harassment. Auburn University is equally committed to the principle of equal opportunity in education and employment. The University does not discriminate or tolerate Discrimination or Harassment against individuals on the basis of sex, (sexual orientation, gender identity, and gender expression), race, color, religion, national origin, age, disability, genetic information or protected veteran status (collectively, “Protected Status”) in its employment, admissions, and/or education programs and activities

# Title IX Policies

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- **Code of Student Conduct ([link](#))**

# Title IX Policies

- **Consensual Relationships Policy ([link](#))**

- Consensual relationships that are of concern to Auburn University are those romantic, intimate, or sexual relationships in which both parties appear to have consented, but where there is **a reporting or evaluation relationship** between the two parties.
- Consensual romantic, intimate, or sexual relationships have inherent risks when they occur between a faculty member, supervisor, or other member of the University community and any person over whom he or she has a professional responsibility. Consequently, such relationships are strongly discouraged. The risks include a student or subordinate's feeling coerced into an unwanted relationship to ensure they receive a proper educational or employment experience; potential conflicts of interest in which the person is in a position to evaluate the work or make personnel or academic decisions with respect to the individual with whom he or she is romantically involved; a perception by students or employees that a fellow student or coworker who is involved in a romantic, intimate, or sexual relationship with his or her supervisor or professor will receive an unfair advantage; either or both of the parties engaging in behavior destructive to the other or their academic or working environment if the relationship ends; and the potential that university resources are used inappropriately to further the romantic, intimate, or sexual relationship



# Student Resources

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- Student Counseling & Psychological Services  
(<https://scps.auburn.edu/>)

# Grant and Scholarship Opportunities

- National Science Foundation [Graduate Research Fellowship](#) by US students: October 15, 2024
- Geological Society of America (GSA): February 1st, 2025
- American Association of Petroleum Geologists (AAPG): Dec. 2024 to Jan. 2025
- Society of Economic Geologists (SEG): February 15, 2025
- GAB Research Grants: March 15, 2025
- GAB Travel grants:
  - Fall – October 1, 2024;
  - Spring – February 15, 2025
- Society of Exploration Geophysicists: March 1, 2025
- American Association of Geographers (AAG): December 31, 2024
- Alabama Academy of Science: February 1st, 2025

# Colloquium

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- Thursday – 3:30PM – Haley 2182
- Graduate student attendance at colloquium is **mandatory** for graduate students in our department.
- Colloquium is a part of graduate education.
- Students should plan to attend every colloquium and must provide adequate explanation and notice for lack of attendance to the GPO.
- Failure to attend Colloquium could result in disqualification for GAB funding, departmental awards, or further sanctions to student standing in the department.

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# NEW STUDENTS

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# General Department Orientation

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- **Responsible Conduct of Research (RCR) Training**
  - Beginning August 2022, Auburn University requires all research personnel (faculty, staff, postdocs, students, and anyone who manages or administers research ), regardless of funding source, to complete the CITI AU Basic RCR Training
  - <https://cws.auburn.edu/OVPR/pm/compliance/rcr/home>

# Driver's Safety Course

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- In order to operate a University vehicle, students are required to complete a Driver's Safety Course administered by the University. All defensive driving training will now be online. Please note that the Defensive Driving Course is a prerequisite to the Van Safety Course.

# AU Email

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- Students should check their email frequently for important messages from Departmental faculty, staff, the Graduate School, and from students at the laboratory sections of GTAs. The University has established the student's e-mail address as an official medium for communicating with students



# Graduate Students Offices

- Geology graduate students will be assigned to the complex of office in Beard Eaves Coliseum Memorial Coliseum. Others will be assigned office space within laboratory areas that are controlled by various members of the faculty.
- Geography graduate students will be assigned office space mostly in the suite of offices in 2046 Haley Center and in Haley 2166. At the minimum, student office facilities will include a desk, chair, and some shelf space. Students should bring in their own laptop to use at the desk. Any potential changes in office assignments, made for any reason, must be approved by the GPO.
- Upon receiving an office assignment, students should see Ms. Ashleigh Rudd in the main Geosciences office at BEMC to request keys. Students should pick up their keys from the office of Access Control located on the first floor of the Stadium Parking Deck.

# Mailboxes and Policies

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- All graduate students have been assigned mailboxes, which are in Geosciences office at Beard Eaves Coliseum main office for Geology students or in the mail room in 2046 Haley Center for the geography students. Students should check their boxes at least once a day, not only for regular mail but also for memoranda from the Graduate Program Officer and other faculty/staff. Memos and or letters should be read immediately and in their entirety.

# Copying Facilities

- Two photocopier machines in the main offices of Geology (BEMC) and Geography (Haley)
- Machines are not available for personal use
- Students may request that copies be made by the office staff only when copies are for teaching purposes (e.g., laboratory syllabi, lab exams, etc.).
- Departmental facilities cannot be used to copy graduate student course assignments, thesis proposals, theses, reading assignments etc.
- If teaching materials are required, copies should be requested several days in advance (see Ms. Ashleigh Rudd or Mrs. Kiley Coan for additional information).

# Building Safety

- Security is particularly important on weekends (**particularly on football Saturdays**) and evenings. When students enter the buildings during these times, they should relock the door and check to make sure that it is locked when they leave. With security concerns, students can contact Mr. Anthony Hall (334-844-4880)
- Doors to Geosciences offices at Beard Eaves Coliseum, Haley Center and offices and laboratories therein, must be kept always locked when unoccupied.
- The University does not hold insurance on university equipment. Hence, stolen items are not replaced by insurance funds. If the department has sufficient funds, they may replace stolen departmental equipment. However, neither the University nor the Department is responsible for personal property. If a student is concerned about keeping valuables in their office area, they should inquire about ensuring personal possessions through a renter's insurance policy or by keeping items such as personal laptops, iPod, iPad, cell phones, etc. at home or on their person always.

# Campus Safety

- While Auburn University is a safe campus students should take care to protect themselves and their property during times when the campus is empty. This is particularly important at night or on weekends when the campus is largely quiet. Every student should be aware of are “The Night Security Shuttle” van service which offers a safe ride from any on-campus location to any on-campus location 6 p.m.-7 a.m. seven days a week while classes are in session, except for home football game evenings and official Auburn University holidays. To obtain service, call (334) 844-7400. More information can be found at:  
[http://www.auburn.edu/administration/public\\_safety/campus\\_safety\\_guide.html](http://www.auburn.edu/administration/public_safety/campus_safety_guide.html)
- Auburn Department of Public Safety – Police Division offers, without charge, an on-campus security escort service when the Campus Security Shuttle is not in operation. If you need an escort, phone ADPS at 501-3100. An officer will respond to your location and escort you to your campus destination. The Security Escort Service is available during university holidays and semester breaks

# Degree Requirements MS GEOL

## • Thesis Option

- Minimum of 30 semester hours beyond the undergraduate degree
  - 21 hours of graduate-level geology courses (6000 and 7000-level, including the required GEOL 7100 Geocommunication)
  - No more than 3 hours of which can be GEOL 7930 Directed Study
  - 4 to 6 hours of thesis (GEOL 7990). Although only 4 to 6 hours of thesis can be applied to the 30 hours minimum.
- Satisfactory completion of a thesis chosen in conjunction with a faculty advisor.

## • Non-thesis Option

- Minimum of 40 semester hours
  - 36 hours of graduate-level geology courses (including GEOL 7100- Geocommunication)
  - 4 hours of approved 6000- or 7000-level geology or approved electives, all or a portion of which may be GEOL 7930-Directed Study or GEOL 7980-Capstone Project.
- Satisfactory completion of a "capstone" experience under faculty guidance.

# Degree Requirements MS GEOG

## • Thesis Option

- Minimum of 30 semester hours beyond the undergraduate degree;
  - 24 hours of graduate level geography courses (6000-7000 level, including GEOG 6800 Geographic Thought (can now be fulfilled with GEOL 7100-Geocommunication), GEOG 6700 Quantitative Methods and Spatial Analysis
  - 18 hours of graduate-level electives of which 12 hours must come from Geography)
  - At least 6 hours of thesis research credit.
- Satisfactory completion of a thesis chosen in conjunction with a faculty advisor.

## • Non-thesis Option

- Minimum of 39 semester hours
- Successful completion of a comprehensive written and oral examination by an approved faculty committee.
- The non-thesis option includes two paths to written and oral exam completion: traditional exam or capstone exam. The 39 hours include: 6 hours of required courses (including GEOG 6800 Geographic Thought; GEOG 6700 Quantitative Methods and Spatial Analysis), and 33 hours of graduate-level electives of which 18 hours must come from geography.

# Degree Requirements PhD ESS

- The Ph.D. degree for Earth Systems Science (ESS) requires:
  - Minimum of **60 semester hours beyond the undergraduate degree**
    - **7 hours of graduate level hours of required core courses across ESS disciplines** (ESSI 8000 Earth System Science and Global Change (3 credit hours); ESSI 8100 Earth System Observation and Analysis (3 credit hours); ESSI 8200 Earth System Science Seminar (1 credit hour) and ESSI 8990 PhD Dissertation (minimum 10 credit hours).
    - Additional elective courses may be added work to develop an academic focus with the approval of the faculty adviser and dissertation committee.
  - Satisfactory completion of a dissertation chosen in conjunction with a faculty advisor(s).
- The maximum number of directed-study credits that may be applied toward the degree is six (6) units. The total number of credit hours of **previous graduate courses or thesis work may be transferred toward the PhD degree must be less than 50 percent of the credit hours**. A maximum of four hours of Master thesis credit may be transferred and counted toward PhD course requirement.



# Plan of Study

- Graduate students seeking M.S. and PhD degrees at Auburn University are required to submit a Plan of Study to their thesis/dissertation advisors during the second semester for full time graduate students of their Graduate program.
- The Plan of Study (<http://graduate.auburn.edu/faculty-staff/plan-of-study-instructions/>) lists courses that will be taken to satisfy the minimum requirement of course work and defines the student's advisory committee.
- Additional courses may be taken based on student interests and departmental offerings.
- Graduate students who are admitted into the Interdisciplinary PhD Program in Earth System Science are required to submit a Plan of Study at the beginning of their second year.

# Minimum Grade Requirements

- Minimum grade requirements are imposed by the Graduate School and the Department. **Graduate students must achieve a grade point average (GPA) of 3.0 or better (out of 4.0) in order to graduate.**
- The Department requires that GTA's and GRA's maintain a GPA of 3.0 or better **to retain their assistantships.**
- If a student's GPA drops below 3.0, they are student will be placed on **academic probation** and must bring their GPA up to the minimum within the next 11 hours of course work (including thesis).
- Failure to do so will result in academic suspension and forfeiture of the assistantship.
- Academic suspension can be lifted (and the student readmitted) only after completion of a remediation plan recommended by the department and approved by the Dean of the Graduate School.

# Financial Support

- All students **must be evaluated annually by the GPO, main thesis/dissertation advisor, and Department Chair.**
- Students must maintain good academic standing and meet the expectations of GTA, GRA, and thesis/dissertation requirements to receive continuous financial support.
- PhD
  - 3 years of GTA support are guaranteed for PhD students with an existing MS degree.
  - 4 years of GTA support are guaranteed for PhD students with a BS degree who continue in good standing.
  - Students finish a MS degree in Geology or Geography *en route* to the PhD will receive a total of 5 years of financial support (2 years as a Master student and 3 years as a PhD student).
- MS
  - **GTA support of 21 months**
  - Additional funding may be available for 2nd year MS students assigned to teach labs in the summer.
- **PhD students and MS students on 12 month-appointment must stay on campus in summer to conduct research.** Graduate students can present thesis or dissertation proposal in the summer. The financial support will terminate if MS Students fail to present thesis proposal at the end of 3rd semester (unless students have university-approved circumstances for extension).

# Committee Requirements

- **MS Thesis Committee**

- Student and major professor should meet as soon as possible to better define a thesis project, and to select the remainder of the thesis committee.
- The committee must include a minimum of **3 faculty members**, including the thesis advisor.
- Committee members should be selected on the basis of their area of expertise and its bearing on the project.
- Students are responsible for asking faculty to serve on their committees.
- If a committee member is selected from out of Auburn University, permission must be obtained from the Dean of the Graduate School.
  - Thesis supervisor should contact the Dean of Graduate School with a CV of the committee member from outside Auburn University to suggest why inclusion of that committee member will be beneficial for the student's thesis research.
- **Committee selection should be completed by the beginning of the student's second semester in residence.**

# Committee Requirements

- **PhD Dissertation Committee**

- Students nominate a doctoral committee prior to taking the PhD Written Examination.
- The formal appointment of the dissertation committee occurs when the Committee, Transfers, Exceptions and Candidacy (CTEC) Form is submitted to the Graduate School.
- The doctoral committee consists of a minimum of **4 members**.
  - **Three members, including the chair, must hold appointments at Auburn in or outside the student's major department.**
  - If a committee member is selected from out of Auburn University, permission must be obtained from the Dean of the Graduate School.
    - Dissertation supervisor should contact the Dean of Graduate School with a CV of the committee member from outside Auburn University to suggest why inclusion of that committee member will be beneficial for the student's dissertation research.
  - The 4th member may be a faculty at Auburn or from other institutions.
  - A 5th member of the committee needs to be added from outside the department to serve as a "University Reader" who evaluates doctoral dissertations since the Graduate School staff may not have in-depth knowledge on the subject matters of a dissertation.

# Proposal - MS

- **Thesis proposal for MS Students**

- Short (5-20 pages) document that summarizes the objectives, incentives, and methods of the student's thesis project and, thereby, ensures that the student and his/her committee have an understanding of the project scope.
- Graduate students should work closely with their advisors to develop the proposal.
- The proposal must be prepared, approved by the thesis committee, and presented to the faculty **before the end of the student's second semester** (before the bulk of field and laboratory work is completed).
- The proposal should include
  - 1) a review of pertinent previous work that sets the stage for the thesis project (this requires that students begin literature research immediately)
  - 2) a clear statement of objectives of the thesis project
  - 3) a summary of methods and materials that will be employed to achieve objectives
  - 4) a carefully devised timetable for completion
  - 5) a reference section.
- The proposed timetable for completion should be as detailed as possible and should be adhered to by the student to fullest possible extent.

# Proposal - MS

- **Thesis proposal for MS Students**

- The initial proposal draft, and all subsequent drafts, should be prepared as if they were the final version.
- Once the proposal is approved by the thesis advisor, copies are distributed for further review by the rest of the thesis committee.
- Please be respectful to them by allowing a minimum of **two weeks** to provide you with their edits and comments.
- After committee comments are taken into consideration, a final draft is prepared, copied, and saved in departmental BOX for 7 days for review by all faculty members in the department.
- The oral presentation should be **no longer than 30 minutes** and should employ PowerPoint.
- After the presentation, faculty and students' colleagues have the opportunity to ask questions, make suggestions, and/or provide critical comments.

# Proposal - PhD

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- **Dissertation proposal for Ph.D. Students**

- The PhD Oral Qualifying Examination and proposal presentation must be taken when most course requirements for the PhD program have been completed, and within one year after the student has passed the PhD Written Examination.
- The dissertation proposal must be submitted to the main advisor and committee for feedback and revision.
- Please be respectful to the committee members by allowing a **minimum of two weeks** to provide you with their edits and comments.
- A final draft of the proposal must be saved in the departmental BOX for 7 days for review by all faculty members in the department.
- The dissertation advisor should send an announcement for distribution via email to the faculty and graduate students.



# Proposal - PhD

- **Dissertation proposal for Ph.D. Students**
  - The presentation should be scheduled for **no earlier than one week after the proposal has been distributed to the faculty.**
  - The student presents the dissertation research proposal (30 minutes maximum) to the committee in public and answers questions raised by the audience after the presentation.
  - Following the proposal presentation and questions from the general audience, the student is examined in private by the doctoral committee.
  - The student then leaves the room, and the committee votes to accept the proposal as is, with minor modifications, with substantial revisions, or rejection.
  - Both written and oral exams must be **taken at least one semester before the final exam of dissertation defense.**

# Thesis/Dissertation Proposal and Defense for MS/Ph.D. Students

- **Thesis and Dissertation proposal and defense timeline**
  - Submission to thesis/dissertation advisor → advisor may take ~2 weeks
  - Edit suggestions and comments are returned to the student → student may take 1 to 2 weeks
  - Submission back to the advisor for a final review → advisor may take ~1 week
  - Advisor approved draft is submitted to the thesis/dissertation committee → committee members may take ~2 weeks
  - Committee reviewed draft is returned to the student and perhaps the advisor
  - Student follows the edit suggestions and returns to advisor for final approval
  - Advisor approves final draft which is saved in departmental BOX for a minimum of 1 week
  - Thesis/Dissertation proposal presentation/defense scheduled after that week.
  - **So, the total time = 7 to 8 weeks ([grad school calendar](#))**
- **Thus, please plan accordingly with sufficient time in hand as our Graduate School will also require the thesis/dissertation be submitted at Graduate School about 2 to 4 weeks before the date of graduation.**

# Coursework

- **Fees**

- Graduate students with a qualifying assistantship appointment of 1/3 time or 0.33 Full-Time Equivalent (FTE) or higher will receive a full tuition waiver under the Graduate Tuition Fellowship program. Graduate students with a qualifying assistantship appointment of 0.25-0.32 FTE will receive tuition support totaling 50% of in-state tuition rates.
- GTAs and GRAs with full tuition waiver are required to pay only a **\$916** matriculation fee per term for Fall and Spring; and **\$350** for the summer term.
- International graduate students will have to pay an additional **\$130** per semester as International Student Fees. This benefit is extended to students enrolled during Summer term only if they have summer GTA/GRA support.

# Coursework

- **Dropping Courses**

- Dropping courses could be costly!
- With approval of the GPO, students may make schedule adjustments after initial registration has been completed. Additional classes may be added up until the 15th class day.
- Students may withdraw from classes up until mid semester, although **tuition refunds are provided only if classes are dropped on or before the 15th class day.**
- Adjustments to schedules can be made in the Department during the first 15 days of class (for summer terms, the 5th class is the deadline).
- **A \$100.00 per class fee is charged for classes students drop between the 6th and 15th class day of the fall and spring semester.** The charge is assessed for classes dropped between the 3rd and 5th class day of the summer semester.

# Graduate Student Evaluations

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- All graduate students will undergo an annual evaluation of academic progress in the spring semesters.
- Continuation as a student at the graduate program and future funding support will depend on the outcome of the evaluation.
- The thesis/dissertation advisor will prepare an annual report on student's academic progress to distribute to the GPO.
- There will then be a follow-up meeting which will include the student, student's thesis advisor, and the GPO to discuss student's academic progress and future funding opportunities.
- The Department Chair will also take part in some of the meetings regarding annual evaluations.

# Agenda

<b>8:00 AM – 9:00 AM</b>	<b>Student Ice Breaker and Breakfast</b>	<b>ALL STUDENTS</b>
<b>9:00 AM – 9:30 AM</b>	<b>Convocation (Dr. Hawthorne)</b>	<b>ALL STUDENTS / FACULTY</b>
<b>9:30 AM – 10:30 AM</b>	<b>Orientation (Dr. Gottardi)</b> Agenda: Introduction of organizations and committees, COSAM conflict reporting document, international programs presentation (led by a representative from international programs office), departmental laboratories and facilities, departmental social events and outreach opportunities.	<b>ALL STUDENTS / FACULTY</b>
<b>10:30 AM – 11:00 AM</b>	<b>Orientation cont. (Dr. Gottardi)</b> Travel and reimbursement procedures, student resources, grant and scholarship opportunities, departmental colloquium	<b>ALL STUDENTS</b>
<b>11:00 AM – 11:30 PM</b>	<b>New Students Orientation (Dr. Gottardi)</b> General departmental orientation	<b>NEW STUDENTS</b>
<b>11:30 AM – 12:00 PM</b> <i>Depending on timing , this part of the orientation may be done after lunch.</i>	<b>GTA Orientation (Dr. Gottardi)</b> Teaching workshop, TA assignments meeting (Drs. Fronimos and De Marchi).	<b>TEACHING ASSISTANTS</b>

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# STUDENTS WITH TEACHING ASSISTANTSHIPS

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# Teaching Assignments

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- Teaching assignments for GTAs are made by the GPO near the beginning of classes every term.
- Final assignments cannot be made until registration is complete and copies of GTA schedules have been received.
- Upon receiving their assignments, GTAs should contact the course instructor immediately for instructions regarding laboratory or lecture course syllabi and other information.
- Because some laboratory sections may be canceled or rescheduled after the start of classes, some changes in GTA assignments may be required during the first two weeks of classes.



# Teaching Workshop

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- **Before the Start of Classes**

- Before the start of classes each term, GTAs must provide the GPO with their course schedules so that teaching assignments can be made without schedule conflicts.
- Classes listed as TBA (to be arranged) should not be entered in these schedules unless the class days and hours have been previously arranged by the instructor.
- Classes that are not applicable to degree work (e.g., weightlifting, dance, etc.) do not take priority over teaching responsibilities and, therefore, also should not be entered on GTA course schedules.

# Teaching Workshop

- **Distribution of Teaching Effort**

- GTA appointments generally involve a total of 13.3 hours per week.
- GTAs are generally assigned ~8 contact hours per week.
  - For example, a student may be assigned 3 distinct two-hour introductory laboratory sections, 2 two-hour introductory lab sections and 1 two-hour upper-division laboratory, etc.
- In addition, GTAs will spend one to two hours per week with office hours
- The remainder of time will be devoted to lab prep meetings, laboratory preparation and maintenance, grading, and/or instructor assistance.
- Should a GTA find that their duties require more than 13.3 honest hours per week, they should report the condition to the GPO and course instructor(s).

# Teaching Workshop

- **Laboratory Prep Meetings**

- GTAs are responsible for arranging and attending a laboratory prep meeting each week with the appropriate course instructor. Attendance at laboratory prep sessions is mandatory.
- These sessions provide a venue for the introduction of forthcoming laboratory tasks, goals, and expectations, clarification of general policies and procedures, and/or discussion of problems that arise with lab equipment, lab exercises, specific students, etc.
- Laboratory prep meetings are most effective when they are scheduled for the same day and time each week.
  - GTAs assigned to GEOL 1100 or GEOL 1110 labs and GEOG 5820/6820 and GEOG 5830/6830 will meet together (not individually), once a week, with the faculty laboratory coordinator for the respective course.
- GTAs for all other courses should arrange weekly laboratory prep meetings with the course instructor.

# Teaching Workshop

- **Syllabus Preparation**

- GTAs responsible for upper-division laboratory courses should consult with the course instructor for information regarding laboratory syllabi. They should find out if they are responsible for the lab syllabus and, if so, how the syllabus should be prepared.
- GTAs for introductory laboratories (GEOL 1100 or GEOL 1110) should meet, immediately after receiving teaching assignments, to develop a unified laboratory syllabi in consultation with
  - Dr. Ashraf Uddin (for GEOL 1100)
  - Dr. Marilyn Vogel (for SCMH 1010)
  - Dr. John Fronimos (for GEOL 1110).
- These syllabi should, at the very least, include: (1) names, office locations, and office hours of all GTAs assigned to laboratories for the course; (2) the schedule for laboratory study sessions (if known); (3) a brief statement of laboratory objectives; (4) the title of the laboratory manual being used; (5) a summary of other required materials (if any); (6) a weekly schedule of laboratories; and (7) a clear and detailed statement of laboratory grading policies. Veteran GTAs should have copies of previous syllabi that can be used as templates.

# Teaching Workshop

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- **Office Hours**

- All GTAs must schedule **two weekly office hours** each term.
- Office hours should be scheduled to optimize utilization by students (generally mid to late afternoons) and should not conflict with course lecture times.
- Upon scheduling office hours at the start of each term, GTAs should report office hours to the GPO and include them on laboratory syllabi.
- GTAs may find that students rarely visit during office hours.
- However, GTAs should remain in their office during the posted times.
- If for some reason a GTA cannot attend their regularly scheduled office hour, they should inform their students.
- The GPO, department head, and other faculty do not appreciate hearing reports from students that their GTA could not be found during office hours.

# Teaching Workshop

- **Laboratory Preparation and Lectures**
  - GTAs should carefully prepare for laboratory well in advance of each exercise.
  - They should review each exercise to make certain that they understand how the exercise should be completed.
  - This should be done before laboratory prep meetings, so that problems or questions can be addressed prior to laboratory sessions.
  - During their review of laboratory exercises, GTAs should anticipate student questions and prepare lucid responses.
  - The amount of introductory lecture required during laboratory sessions varies with the course. GTAs generally are required to provide a 10 to 30 min introduction to each laboratory exercise at the start of each session.
  - These GTAs should meet with the course instructor to find out what and how material should be presented. Introductory lectures should be prepared in advance, and presented in a clear and concise manner, in a vocabulary that is commensurate with the geologic background of the students.

# Teaching Workshop

- **Laboratory Teaching**

- GTAs should arrive at all of their scheduled laboratory sections on time and fully prepared to teach.
- They should not miss any lab sections to which they have been assigned.
- If a GTA needs to be absent for any reason, they are responsible for finding a graduate student colleague to substitute.
- The course instructor should be informed of any substitutions in advance of the laboratory session(s) that will be missed.
- GTAs should never let a laboratory session go unattended.
- GTAs must remain in the lab room during laboratory sessions. GTAs are responsible for opening the lab doors and locking them after the students leave.
- Students in introductory geology courses (GEOL 1100 and GEOL 1110) and the Concepts of Science (SCMH 1010) should not be permitted to remain in the room after the scheduled lab time.
- If they require more time, they should be advised to attend one or more of the scheduled GTA office hours or other pre-arranged help sessions.
- Students in upper division Geology and Geography classes are permitted to work in respective lab rooms whenever they have time. These students will have key card access to the appropriate lab room doors.

# Teaching Workshop

- **Students with Disabilities**

- Each student at Auburn University must be afforded the same consideration regardless of their physical or mental ability. Section 504 of the Rehabilitation Act of 1973 states that *“No otherwise qualified handicapped individual in the United States...shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance”*. Students who have met the academic and technical standards requisite to admission or participation in Auburn University's programs are protected by this act.
- Students who have been identified by Auburn's Program for Students with Disabilities (as evidenced in writing) may have to be afforded special accommodations in laboratory (e.g., extra time on exams, etc.).



# Teaching Workshop

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- **Laboratory Maintenance**

- GTAs are responsible for assuring that all laboratory sample kits, specimens, and are adequate and in order throughout the term. Any damage, theft, or other loses should be reported immediately to the course instructor(s) and/or to Mr. Anthony Hall.
- GTAs assigned to standardized introductory laboratories (GEOL 1100 and GEOL 1110) should pay particular attention to rock, mineral, and fossil specimens.
- Laboratory maintenance requirements for GTAs in charge of upper-division Geology and Geography laboratories vary from course to course. These GTAs should seek instructions from the course instructor.

# Teaching Workshop

- For **GEOL 1100 laboratories**, the Department maintains 45 boxes of each of five numbered specimen sets
  - silicate minerals,
  - non-silicate minerals,
  - igneous rocks,
  - sedimentary rocks
  - metamorphic rocks.
- When these sets are being used in laboratories, GTAs should make sure that students do not use acid in the boxes or put acid-soaked samples in the boxes, that students properly return specimens to the boxes, that specimen quality is maintained, and that boxes are undamaged.
- If any specimens in any set need to be replaced (due to loss or poor quality), new samples can generally be found in the storage bins in ACLC.
- Replacements should be made by GTAs; students should not be granted access to these bins.
- Under no circumstance should samples be replaced with specimens from the upper-division course laboratories.
- GTAs should contact the course instructors and Mr. Anthony Hall immediately if replacement samples are unavailable or diminishing from storage bins.

# Teaching Workshop

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- GEOL 1110 laboratory specimens (rocks and fossils), which are stored in the Lane sample prep lab of ACLC are currently relatively meager.
- There are no “replacement bins” for these samples.
- Hence, GTAs should make every effort to ensure that the samples we do have are clearly labeled, carefully handled by students during lab sessions, and properly stored when not in use.
- Loss or damage of specimens should be reported immediately to the GEOL 1110 faculty lab coordinator.

# Teaching Workshop

- **Laboratory Grading**

- Grading procedures and policies for introductory laboratories (GEOL 1100 and GEOL 1110) should be standardized to ensure consistency among GTAs.
- Standardized grading procedures and policies will be established at the initial GTA meeting each term, with the guidance of the faculty laboratory coordinator. These procedures and policies should be clearly summarized in laboratory syllabi, and strictly followed throughout the term.
- GTAs should carefully keep written records of class attendance as well as exercise, quiz, and exam grades. Grade records and final laboratory grades, which are the property of the University, must be submitted to the course instructor in a timely manner at the end of each term. GTAs should not leave campus at the end of any term before course instructors have had an opportunity to review lab grades and to investigate any problems.
- Student work should be graded and returned promptly. Graded assignments should be fair and impartial. For this reason, GTAs are not permitted to date any laboratory students until after the end of the term in which the student was enrolled in their lab.
- If a GTA suspects that a student has cheated on a laboratory assignment, a homework assignment, a quiz or an examination, they should present the problem to the course instructor or laboratory coordinator.

# Teaching Workshop

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- Explanation of Canvas
- <https://auburn.instructure.com/>