

# Info Sheet for 1<sup>st</sup> Year Political Science Doctoral Students

## Administrative Offices

**Main Office:** 736 PLC (until early October), then 175 PLC  
(this is the office to direct your undergrads to if they have questions)

**Academic Support Office:** 435 PLC (until early October), then 175 PLC

**Operations Office:** PLC 736 and 936 (until early October), then PLC 435

\*Office staff are working hybrid schedules but are available to meet on Zoom or Microsoft Teams, even when remote. The best way to reach us is by sending an email or message in Teams to ask questions/request a meeting.

## Where to Find Information

**Political Science Dept Intranet** (password=polisci)  
<https://blogs.uoregon.edu/polisciresources/>  
See both graduate resources and administrative resources tabs

## Updating Your Directory Profiles

Student information is not in the **UO Find People** directory, but you will appear when you work as a GE. Check your “Directory Profile” on [DuckWeb](#) (under the Personal Information menu) to hide information you do not want publicly visible (such as your personal phone number). To change your grad student profile on the **Political Science Department page**, contact Chris Blum ([cblum@uoregon.edu](mailto:cblum@uoregon.edu)).

## Office Space

GEs are assigned shared office space in the department. When space permits, offices may be available for unfunded doctoral students. We make an effort to assign you to a space you will be happy with; please only make an office request if you have a legitimate reason you are unable to room with someone. Keep your office clean and organized! When you meet with students you represent the department and the university. Cleaning supplies are available in PLC 804.

Consult Chris Blum with questions about offices, problems with your door locks or office furnishings, etc. Do not remove computers or any other furnishings from your office without notifying Chris.

### *Meeting Space*

To schedule a meeting space in the conference rooms (905 and 908), contact Miranda Carr ([mecarr@uoregon.edu](mailto:mecarr@uoregon.edu)) 48 hours in advance.

### *Office Hours*

Submit your office hours by Friday of the first week each term using the [webform](#) so we can update the office hours on your profile on the department’s website. The QR code on your door links to this page. Even if you’re grading you’re expected to have at least 2-4 hours a week of office hours. Consult with the primary instructor for the exact number of required hours. Office hours may be offered in remote or in-person format. In-person hours may take place at locations other than your office (the EMU, outdoors, etc.).

## **GE Common Space**

### **PLC 805**

#### *Photocopier*

If you're teaching a class of 1-90 students, you may use the department photocopier to copy class handouts and simple exams (1-2 pages). You may also use the photocopier if a professor asks you to photocopy an item.

Large print requests (200 or more pages) must be sent to UO Printing Services (Franklin Blvd). Submit print requests to [polisci@uoregon.edu](mailto:polisci@uoregon.edu) **at least one week before** your need date. Documents must be in pdf format and should include any instructions such as "double-sided", "stapled", etc.

#### *Office Supplies*

You are welcome to take supplies from PLC 805 for teaching or grading. If you take the penultimate item, email [polisci@uoregon.edu](mailto:polisci@uoregon.edu) so we can order more. Cleaning supplies are also available in this room.

\*Free office supplies are also available from the [R.O.S.E. Room](#) in 182 PLC. To access, check out the key from the English Department Office (118 PLC).

### **Grad Lab (PLC 805)**

#### *Computers and Printing*

The department offers two computers for your use in the Grad Lab. There's also a copier/printer in that room for your coursework or research projects. See instructions on the Political Science Dept intranet page to set up your office or personal computer to print to the lab. If the copier runs out of toner, notify Chris.

### **PLC 804 (lounge)**

#### *Refrigerator*

Be sure to remove old items and close the door securely after each use.

## **ID and Keys**

Graduate students are authorized two building keys, one for their office and one that opens the graduate computer lab (805) and lounge (804). To get after-hours building access for PLC activated on your ID card, complete [this form](#) by Wednesday of week 2 of your first term. Chris will notify you when access has been set up. Questions about keys? Ask Chris.

Graduate student mailboxes are in the hallway by room 905. This is where you will receive campus mail and departmental messages. The department will provide you with a mailbox key.

## **Registering**

If you hold a GE appointment, you must register a minimum of 9 credits toward your degree each term. Credits up to 16 are paid for through the tuition waiver. See the department's intranet page for [registration guidance](#) and <https://registrar.uoregon.edu/calendars/academic> for add/drop deadlines.

## **Registration Overrides (for your students)**

- **Restriction overrides** are needed when a student doesn't meet the prerequisites for the course. *Only the undergrad advisors* can authorize these. Have students contact undergraduate coordinators, Dan O'Neil or Katie Robison.

- You can authorize **enrollment overrides** if there is physical space in your class. Check with one of the undergraduate coordinators to confirm there is space before you allow an override. Enrollment overrides can only take place after waitlisting ends on Wednesday of the first week of classes.

### **Confidential Recycling & FERPA**

You must keep exams and homework for one term (e.g., if the class is in fall, you must retain documents through winter, and may confidentially recycle them in spring). If a student's grade is being contested, you will need to keep that student's work until the petition is resolved. You may:

- Store coursework in your office, then contact Chris when you are ready to confidentially recycle those materials.
- Bring coursework to 435, mark it with a course retention label, and we'll store it for you.
- Give the coursework back to the lead instructor, if applicable.

It's your legal responsibility under **FERPA** to protect the privacy of the student educational records in your possession, which are classified as confidential. Only school officials with a "legitimate educational interest" are able to access these documents. The University offers free FERPA trainings for all instructors called FERPA 101. Please let the Graduate Coordinators know if you're interested in attending one of these trainings.

**Do not leave homework and exams in the GE Mailroom.**

### **Travel Support for Conference Presentations**

Graduate students may receive funding each year to present an original sole-authored paper at conferences for major professional organizations. The allowance is \$400 per year (for regional conferences) or \$600 (for national conferences).

### **Pay**

The UO pays on the last working day of the month. The first payday is September 30, for September 16-30, if you are under contract for fall term, however it is possible that this first paycheck may be delayed by a few days if you only recently completed the hire documents. If this would create a hardship for you, see the [Jesse M. Bell Graduate Loan for GEs who anticipate being paid late](#).

### **Software**

Log in to [software.uoregon.edu](http://software.uoregon.edu) to download site-licensed software available to you as a student. This is where you can download the Office 365 suite programs.