

Graduate Student Handbook

Department of
Geology and Geophysics

Louisiana State University

2003-2004 Edition

Chair-Dr. Laurie Anderson
Graduate Student Advisor-Dr. Jeffrey A. Nunn
Graduate Student Representatives-
Administrative Specialist-

Disclaimer: This "Handbook" does not overrule, substitute or amend in any way the requirements of the Graduate School. The Department of Geology and Geophysics will accept no responsibility for over-looking or inadvertently omitting any Graduate School requirements. Therefore, obtain and read the 2002-2003 "General Catalog" and the 2002-2003 "Graduate Bulletin."

INTRODUCTION.....1

IMPORTANT GRADUATE SCHOOL PHONE NUMBERS:.....2

1. MASTER OF SCIENCE DEGREE IN GEOLOGY AND GEOPHYSICS AT LOUISIANA STATE UNIVERSITY.....3

1.1 SUMMARY OF GRADUATE SCHOOL REQUIREMENTS FOR THE MASTER'S DEGREE.....3

a) Final Examination (Thesis Defense):.....3

b) Degree Candidates (Graduation):.....3

c) Time Limits:.....3

d) Course Requirements:.....4

1.2 DEPARTMENT OF GEOLOGY AND GEOPHYSICS REQUIREMENTS FOR THE MASTER'S DEGREE4

a) Thesis:.....4

b) MS Language Requirement:.....5

c) MS Course Requirements:.....5

d) Thesis Defense:.....5

e) Final Copy of Thesis:.....6

2. DOCTOR OF PHILOSOPHY DEGREE IN GEOLOGY AND GEOPHYSICS AT LOUISIANA STATE UNIVERSITY.....7

2.1 SUMMARY OF GRADUATE SCHOOL REQUIREMENTS FOR THE DOCTORAL DEGREE.....7

a) Continuous Registration:.....7

b) Program of Study:.....7

c) Full-Time Residence Requirement:.....7

d) PhD Course Requirements:.....8

e) General Examination:.....8

f) Final Examination (Dissertation Defense):.....8

g) Degree Candidates (Graduation):.....8

h) Time Limits:.....8

2.2 DEPARTMENT OF GEOLOGY AND GEOPHYSICS REQUIREMENTS FOR THE DOCTORAL DEGREE.....9

a) Dissertation:.....9

b) PhD Assessment Examination:.....10

c) PhD Language Requirement:.....11

d) PhD Course Requirements:.....11

e) PhD General Examination:.....11

f) Final Examination (Dissertation Defense):.....12

g) Final Copy of Dissertation:.....12

3. GRADUATE ASSISTANTSHIPS (GA).....14

3.1. REQUIREMENTS:.....14

3.2. GA ELIGIBILITY:.....15

a) All Students:.....15

b) Non-Native English Speaking Students:.....15

3.3. DURATION:.....16

3.4. TYPES OF GA'S:.....16

a) Teaching Assistantship (TA):.....16

b) Service Assistantships (SA):.....16

c) Research Assistantships (RA):.....17

3.5. GA STIPENDS AND TUITION:	17
<i>a) Fall and Spring (9 month academic year):</i>	<i>17</i>
<i>b) Summer:</i>	<i>17</i>
3.6. GETTING STARTED AND FINISHING UP:	18
4. INTERNATIONAL STUDENTS	19
4.1. ENGLISH PLACEMENT TEST:	19
4.2. HEALTH INSURANCE:	19
4.3. TAX:	19
4.4. VISA:	19
5. STUDENT GRIEVANCES	20
5.1. DEPARTMENT GRIEVANCES AND PROCEDURES:	20
5.2. UNIVERSITY POLICIES AND PROCEDURES:	20
5.3. SEXUAL HARASSMENT POLICY:	20
5.4. EQUAL OPPORTUNITY POLICY	21
6. USEFUL THINGS TO KNOW	22
7. FINANCIAL ASSISTANCE	27
7.1 FELLOWSHIPS	27
7.2. RESEARCH GRANTS AND SCHOLARSHIPS	29
7.3. FUNDING FOR TRAVEL TO MEETINGS:	33
APPENDIX I GLOSSARY	35
APPENDIX II COURSES OFFERED LAST THREE YEARS	37
APPENDIX III STAFF & RESPONSIBILITIES	39
APPENDIX IV DEPARTMENT COMMITTEES	40
APPENDIX V COMPUTER/ANALYTICAL/REFERENCE COLLECTIONS	41
APPENDIX VI DEADLINES	46
APPENDIX VII PURPOSE AND EXAMPLES OF FORMS	48

Introduction

This Handbook is to be used together with the "General Catalog", which is published by the Graduate School and may be bought at the University Bookstore in the Union. The information contained in the following pages is intended to assist incoming and resident graduate students in fulfilling their degree requirements. It is plainly stated on the inside front cover of the "General Catalog" that all graduate students must keep current of any changes in the requirements that the Graduate School may implement after their admissions, and be certain to adhere to any new policies which may result. As for Departmental regulations, the Department of Geology and Geophysics allows the student **to choose to follow either the old requirements, under which she/he was admitted, or the new requirements that the Department may implement after she/he has been admitted to the program.**

Academic rules and University policies are described in the "Code of Student Conduct" issued by the Office of the Chancellor. If during your studies, additional questions arise concerning such topics as Graduate Assistantships, courses not being offered, or financial aid, do not hesitate to approach the appropriate staff or faculty member. In particular, consult with the Graduate Advisor and Academic Coordinator as soon as possible over any doubts in requirements you may have.

Good luck with your studies. It is hoped that the information included in this Handbook will make your path towards an advanced degree easier.

In reading this Handbook please remember these points:

- All mentions of Graduate School requirements are unauthorized and must be verified in detail in the General Catalog.
- If you are uncertain of any terms used in the Handbook (e.g., current semester deadline) consult Appendix I.
- All forms are mentioned with a number, e.g., "'Thesis Committee' form (#3)". The number corresponds to that form's listing in Appendix VIII, where they are described with examples.
- All Department personnel (e.g., Academic Coordinator) and members of diverse committees (e.g., Department Computer Facilities Committee) are listed in either Appendix III or V.
- All offices mentioned in the text are listed in Appendix VI.

Corrections or updates of any information contained in the Handbook should be given to both the Graduate Advisor and Graduate Student Representative.

Important Graduate School Phone Numbers:

RECORDS SPECIALISTS	ALPHA QUARTILE	PHONE
Lynn Lejeune	A-F	8-2317
Clovier Torry	G-O	8-3194
Mary Adcock	P-Z	8-1353

SPECIAL ASSIGNMENTS	NAME AND TEAM #	PHONE NUMBER
Master's Transfer Credit	Lynn LeJeune	8-2317
Theses/Dissertations	Suzanne Dixon	8-2323
	Laura Deutsch	8-2315
Assistantships	Liz Blanchard	8-1687
Course Drops/Add	Mary Adcock	8-1353
Non-Metric & Non-Degree	Clovier Torry	8-3194
Graduation Info	Pam Bloom	8-2316

1. Master of Science Degree in Geology and Geophysics at Louisiana State University

The student must satisfy both the requirements of the Graduate School as stated in the "GENERAL CATALOG" and those of the Department of Geology and Geophysics before Louisiana State University will grant a degree. Furthermore, it is the student's responsibility to keep current of any changes in the requirements that the Graduate School or the Department of Geology and Geophysics or both may impose during the course of studies.

1.1 Summary of Graduate School requirements for the Master's Degree

This section is an unauthorized summary of the Graduate School requirements. For approved details refer to the "General Catalog". All updates or changes are available from the Graduate School.

Any exception to the Graduate School requirements requires a written waiver on file in the Academic Coordinator's office signed by the Dean of the Graduate School.

All examinations must be taken while the University is in session.

a) Final Examination (Thesis Defense):

At least three weeks prior to the proposed examination date the student must submit the "Request for Master's Examination" form (#5) to the Graduate School for approval. The examination must be scheduled before the current semester deadline if the student is a degree candidate. See additional Department requirements in section 1.2.d.3

b) Degree Candidates (Graduation):

If the student intends to graduate, i.e., receive her/his degree, during a particular semester she/he must have taken her/his Final Examination and submitted their thesis to the Graduate School before the current semester deadlines. Furthermore, the student must submit the "Application for Admission to Candidacy for a Master's Degree" form (#6) to the Graduate School for approval prior to the current semester deadline. Should the student for some reason be unable to graduate in the semester in which form (#6) was submitted, a "Request to Update Application for Degree" form (#12) must be submitted for approval to the Graduate School the following semester.

c) Time Limits:

The program for the Master's Degree must be completed within five years from admittance to the degree program. The student's thesis committee must revalidate credit for courses taken at LSU more than five years before the completion of a program. This is usually in the form of an examination for each course. All

members of the thesis committee must sign the results of such an examination and reported to the Graduate School before the request for the student's Final Examination will be approved.

d) Course Requirements:

Students are required to have completed a minimum of 30 hours, 24 hours must be in course work and 6 hours in thesis research.

1.2 Department of Geology and Geophysics requirements for the Master's degree

An unauthorized summary of some Graduate School requirements has been included in this section, these portions are indicated by *italicized* text. The student must consult the General Catalog for a comprehensive listing of the requirements.

Any exception to the Department requirements requires a written waiver on file in the Academic Coordinator's office signed by the student's thesis committee, the Graduate Advisor, and the Department Chair.

a) Thesis:

- 1) Advisor (Major Professor) - *The choice of Advisor is made by the student with the consent of that faculty member, who must be a Full Member or Associate Member of the Graduate Faculty and either a full-time or adjunct member of the Department of Geology and Geophysics.* This choice must be completed by the end of the first semester in residence and be on file, using the "Thesis Committee" form (#3), in the Academic Coordinator's office.
- 2) Thesis committee - *This consists of the Advisor who acts as Chair of the committee, and at least two additional Full Members, Associate Members or Affiliate Members of the Graduate Faculty. At least one of the members of the committee must be a Full Member of the Graduate Faculty from the Department of Geology and Geophysics. If the major professor is an adjunct faculty member in Geology and Geophysics, then the dissertation committee must contain a majority (> 50%) of Geology and Geophysics faculty members. Selection of the faculty on the committee is made by the student with the consent of each faculty member. If a Minor field is chosen, one member of the committee must represent the Minor department.* The choice of committee members must be completed by the end of the second semester in residence and be on file, using the "Thesis Committee" form (#3), in the Academic Coordinator's office. The members of the committee may be changed at any time, by filing a new "Thesis Committee" form (#3) in the Academic Coordinator's office. However, it is recommended that changes should not occur close to the Final Examination date.
- 3) The student must meet with her/his committee members at least once each semester to have her/his progress reviewed by the committee and submit a "Advisory Committee Semester Report" form (#2), to the Academic Coordinator.

- 4) Thesis proposal - A copy of the thesis proposal, signed and approved by the thesis committee, must be on file in the Academic Coordinator's office by the end of the second semester in residence.
- 5) Annual progress report - A progress report on the student's scholarly activities during the previous calendar year must be submitted each year by February 15, using the "Graduate Student Year-End Report" form (#1), to the Academic Coordinator.

b) MS Language Requirement:

There is no foreign language requirement.

c) MS Course Requirements:

- 1) *Successful completion of at least 30 semester hours, 6 semester hours of which must be in thesis research, and 24 semester hours in graded class work in courses numbered 4000 or above.*
- 2) Of the 24 semester hours in graded class work, a minimum of 13 semester hours must be in 7000-level courses. The 13 hours of 7000 level courses must include at least 4 semester hours in graduate seminars. In this context, a course is defined as a class in which formal instruction is a major portion of the time i.e., this excludes independent research work (e.g., GEOL 7909).
- 3) *A minimum semester/cumulative GPA of 3.0 or better must be maintained during the student's residency. A student with a cumulative/semester GPA below 3.0 will be placed on probation. Failure to attain a GPA of 3.0 or better while on probation will result in dismissal from the program. If the semester and/or cumulative GPA is 2.75 or less, the student may be dismissed from the program without probation.*

d) Thesis Defense:

- 1) *Completion of a thesis must demonstrate the candidate's capacity for research, originality of thought, and facility in organizing materials. It must be acceptable in subject matter and exhibit creditable literary workmanship to the satisfaction of the thesis committee and meet with the approval of the Graduate School.*
- 2) A public defense of the thesis is required once the thesis committee has approved a final draft.
- 3) The "M.S. Student Checklist for Completion of Coursework" form (#4) must be submitted as an attachment to the Annual Report " form (#1).
- 4) Schedule - A complete copy of the thesis, as it is to be defended, must be given to each committee member and to the Academic Coordinator at least two weeks prior to the public defense. See additional Graduate School requirements in section 1.1.a.

- 5) Public notice - A two week public notice prior to the defense is required (see the Academic Coordinator).
- 6) Defense - Consists of a short presentation (approximately 20-30 minutes) on the thesis work accomplished by the student, after which questions may be asked from members of the public. This is followed by a closed session in which only the thesis committee and the student are present. Each member of the committee will ask questions which must be answered to the satisfaction of the committee.
- 7) Pass/Fail decision - *A pass is granted if not more than one dissenting vote is given by the members of the thesis committee. A second failure of the defense will result in dismissal from the degree program.*

e) Final Copy of Thesis:

- 1) *The thesis must fulfill the format requirements of the Graduate School before final approval. It is strongly recommended to have the Graduate School check the thesis prior to final submittal. Students should obtain the publication "Guidelines for the Preparation of Theses and Dissertations" from the Graduate School for a list of the requirements.*
- 2) *The final form of the thesis to be submitted to the Graduate School must be in accordance with the instructions in the pamphlet *Guidelines for the Preparation of Theses and Dissertations*, available from the Graduate School. The Graduate School currently requires electronic submission of theses and dissertations.*
- 3) The student, however, must submit both an electronic and a paper copy of the thesis to the Department. The paper copy should contain hard copies of text and figures and appropriate supplementary material on CDs.
- 4) The student must also supply a copy of the thesis to the Major Professor and to each of the other members of the thesis Committee. The members of the thesis Committee can specify whether they prefer paper or electronic copies.

2. Doctor of Philosophy Degree in Geology and Geophysics at Louisiana State University

The student must satisfy both the requirements of the Graduate School as listed in the "GENERAL CATALOG" and those of the Department of Geology and Geophysics, as specified below, before a degree will be granted from Louisiana State University. Furthermore, it is the student's responsibility to keep current of any changes in the requirements the Graduate School or the Department of Geology and Geophysics or both may impose during the course of studies.

2.1 Summary Graduate School Requirements for the Doctoral Degree

This is an unauthorized summary of the Graduate School requirements. For approved details refer to the "General Catalog". All updates and/or changes are available from the Graduate School.

Any exception to these requirements requires a written waiver on file in the Academic Coordinator's office signed by the Dean of the Graduate School.

All examinations must be taken while the University is in session.

a) Continuous Registration:

Doctoral candidates must maintain continuous registration for a minimum of three semester hours credit each regular semester (excluding summers) from the completion of the General Examination to the end of the semester in which an approved dissertation is submitted to the Graduate School.

b) Program of Study:

A "Program of Study for the Doctoral Degree" in which the student specifies her/his intended course-work must be submitted to the Graduate School for approval by the end of the second semester in residence, using the "Program of Study for the Doctoral Degree" form (#8). Any changes or additions to the Program of Study must be approved by the Graduate School prior to the general exam using the "Request for Change in Program of Study" form (#9).

c) Full-Time Residence Requirement:

Each student must be enrolled as a full-time student for at least one academic year after submitting her/his "Program of Study for the Doctoral Degree" before she/he may schedule the Final Examination. Furthermore, at least one academic year must elapse after the General Examination before the student may schedule the Final Examination.

d) PhD Course Requirements:

Students are required to have completed a minimum of 9 hours of dissertation research (9000). A total of 60 credit hours are required for graduation. See Geology and Geophysics section (2.2) for further course requirements. *Transfer of credits from other academic institutions must be approved by the student's dissertation committee and by the Graduate School using the "Program of Study for the Doctoral Degree" form (#8).*

e) General Examination:

This is regarded as the culmination of a student's program in course-work. During or immediately following the semester in which all course-work is completed and with the approval of the student's dissertation committee and Department Chair, the "Request for the Doctoral General or Final Examination" form (#10) may be submitted for approval to the Graduate School. The student must submit this at least three weeks prior to the proposed examination date, which must be before the current semester deadline.

f) Final Examination (Dissertation Defense):

No sooner than one academic year after passing the General Examination and with the approval of the student's dissertation committee and the Department Chair, and before the current semester deadline, the "Request for the Doctoral General or Final Examination" form (#10) may be submitted for approval to the Graduate School. The student must submit this at least three weeks prior to the proposed examination date. Note: An academic year in this instance may be taken to mean two semesters, with summer being considered a semester. For instance, a student can take the General Examination at the beginning of the fall semester and then take the Final Examination at the end of the spring semester. Check with your advisor and/or the Graduate Coordinator for further details.

g) Degree Candidates (Graduation):

If the student intends to graduate, i.e. receive her/his degree, during a particular semester, she/he must have taken her/his Final Examination and submitted the dissertation to the Graduate School before the current semester deadline. Furthermore, the student must submit the "Application for Degree" form (#11) to the Graduate School for approval, prior to the current semester deadline. Should the student for some reason be unable to graduate the semester in which the "Application for Degree" form (#11) was submitted, a "Request to Update Application for Degree" form (#12) must be submitted for approval to the Graduate School.

h) Time Limits:

Programs for Doctoral Degrees must be completed within seven years from entrance into the degree program. This time limit can be extended only by special permission from the Dean of the Graduate School.

2.2 Department of Geology and Geophysics Requirements for the Doctoral Degree

An unauthorized summary of some Graduate School requirements has been included in this section, these portions are indicated by *italicized* text. The student must consult the "General Catalog" for a comprehensive listing of the requirements.

Any exception to the Department requirements requires a written waiver on file in the Academic Coordinator's office signed by the student's dissertation committee, the Graduate Advisor, and the Department Chair.

a) Dissertation:

- 1) Major Professor (Advisor) - *The student makes the choice of Major Professor with the consent of that faculty member who must be a Full Member or Associate Member of the Graduate Faculty and either a full-time or adjunct member of the Department of Geology and Geophysics. This choice must be completed by the end of the first semester in residence and be on file, using the "Dissertation Committee" form (#7), in the Academic Coordinator's office.*
- 2) Dissertation Committee - *A full advisory committee must comprise at least four members of the graduate faculty, including the major professor, who acts as chair. Doctoral committees must include a minimum of two graduate faculty members from the major department, at least one of whom must be a full Member. If the major professor is an adjunct faculty member in Geology and Geophysics, then the dissertation committee must contain a majority (> 50%) of Geology and Geophysics faculty members. The remaining members may be from the major department or may be from other departments pertinent to the student's area of concentration, with the proviso that at least one of the remaining members must be a full Member of the graduate faculty, if there are not at least two full Members from the major department. *The selection of the committee is made by the student with the consent of each faculty member. In addition, the dean of the Graduate School appoints a member or members of the graduate faculty to serve on doctoral general and final examination committees.* Graduate students have administrative approval to place people who are not members of the graduate faculty onto their committees. However, they are in addition to the normal makeup of the graduate committee. The choice of committee must be completed by the end of the second semester in residence, and be approved by the Graduate School, using the "Program of Study for the Doctoral Degree" form (#8), and be on file, using the "Dissertation Committee" form (#7), in the Academic Coordinator's office. Check with the Academic Coordinator for the procedure on obtaining approval for non-LSU committee members. The members of the committee may be changed at any time by *submitting the changes for approval to the Graduate School, using the "Request for Change in Program of Study for Doctoral Degree" form (#9), and by filing a new "Dissertation Committee" form (#7) in the Academic Coordinator's office after approval has been granted by the Graduate School. However, it is recommended that changes should not occur close to the Assessment Exam Part II, General Examination or Final Examination dates.**

- 3) The student must meet with her/his committee members at least once each semester to have her/his progress reviewed by the committee, and submit a "Advisory Committee Semester Report" form (#2), to the Academic Coordinator.
- 4) Dissertation proposal - A copy of a dissertation proposal, which has been approved and signed by the dissertation committee, must be on file in the Academic Coordinator's office by the end of the second semester in residence.
- 5) Annual progress report - A progress report on the student's scholarly activities during the previous calendar year must be submitted each year by February 15, using the "Graduate Student Year-End Report" form (#1), to the Academic Coordinator.

b) PhD Assessment Examination:

All Doctoral candidates must complete a two-part assessment exam:

- 1) Assessment Exam Part I - This exam is intended to provide the Department with information on the student's command of factual knowledge in geology and geophysics for use in advising the student on his/her initial program of course work. The exam consists of general questions written by the members of the Graduate Curriculum Committee and is taken during the first week preceding the start of classes in the first semester of residence. There is no pass-fail evaluation. The student will follow the recommendations of the Graduate Curriculum Committee and major advisor, if one is selected, for course work to address deficiencies.
- 2) Assessment Exam Part II (Comprehensive Research Proposal): - This portion of the Assessment Exam is intended to test the student's ability to conduct original, independent research. This exam must be completed by the end of the student's third semester in residence.

The exam is based on a short, written research proposal prepared by the student in the format specified by the Department, an oral presentation, and a subsequent question and answer period. The research proposal is usually based on the dissertation research topic, but it need not be as detailed as the final dissertation proposal.

The proposal must be submitted to each committee member at least 10 working days before the oral presentation.

The examining committee for the Assessment Exam Part II consists of the student's Major Professor and three other members of his/her Dissertation Committee. The oral component of the exam consists of a short presentation (no more than 20-30 minutes) on the proposed work, followed by questions from the committee.

The candidate will be considered to have passed if there is no more than one dissenting vote from the committee members. Pass or fail decisions will be made at the completion of the assessment exam. An Assessment Exam Part II Form (#21) indicating the completion of this exam must be signed by the committee and filed with the Graduate Coordinator on completion of the exam.

Any student failing this exam by more than one dissenting vote must retake the exam by the end of the following semester. A second failure will result in dismissal from the Ph.D. program.

c) PhD Language Requirement:

There is no foreign language requirement.

d) PhD Course Requirements:

- 1) Successful completion of at least 60 semester hours in courses numbered 4000 or above, including at least 4 semester hours of 7000-level graduate seminars. The 60 semester hours can be any combination of course work and 9000-level graduate credits which meet with the approval of the Major Professor and Dissertation Committee. *Transfer of credits from other academic institutions must be approved by the student's dissertation committee and by the Graduate School using the "Program of Study for the Doctoral Degree" form (#8).* Also see Graduate School Requirements 2.1.d. for additional courses.
- 2) *A minimum semester/cumulative GPA of 3.0 or better must be maintained during the period in residency. A student with a cumulative/semester GPA below 3.0 will be placed on probation. Failure to attain a GPA of 3.0 or better while on probation will result in dismissal from the program. If the semester and/or cumulative GPA is 2.75 or less, the student may be dismissed from the program without probation.*

e) Ph.D. General Examination

The General Examination should be regarded as the culmination of a student's program in course-work and the most severe test in the entire doctoral program. The General Examination consists of two parts, a written exam followed by an oral exam. The student will be expected to demonstrate in both portions of the exam expert competence over broad segments of her/his major field and a high degree of familiarity with the content of and current progress in related fields.

The examining committee consists of the student's Advisory Committee, a Departmental representative chosen by the Graduate Advisor, and a member of the Graduate Faculty chosen by the Dean of the Graduate School. The student will meet with each member of the Examining Committee prior to scheduling of the General Examination to establish committee expectations for the exam and to receive possible reading lists.

The members of the Examining Committee will supply questions for the written portion of the exam. The written exam will be closed book, and copies of the written responses will be supplied to all committee members.

The oral exam should be broad in nature and include an in-depth evaluation of the written exam. It should not be dominated by questions related to the student's dissertation research project, but should

- 1) Schedule - The examination must be taken during or immediately following the semester in which all course-work is completed. The

graduate school requires that the exam be completed within 3 years. A copy of the updated dissertation Proposal must be submitted to each committee member at least 10 workdays before the examination. See additional Graduate School requirements in section 2.1.b. and 2.1.c. Exams may not be scheduled on dates that the university is not in session (i.e., between semesters).

- 2) Pass-Fail - A pass is granted when there is no more than one dissenting vote. A student failing the General Examination must retake it the following semester. A second failure will result in dismissal from the Ph.D. program.

f) Final Examination (Dissertation Defense):

- 1) *Completion of a dissertation must demonstrate the candidate's ability to show a mastery of research techniques, ability to do original and independent research and skill in formulating conclusions that in some way enlarge upon or modify accepted ideas to the satisfaction of the dissertation committee and meet with the approval of the Graduate School.*
- 2) A public defense of the dissertation is required once the committee has approved a final draft.
- 3) Schedule - A complete copy of the dissertation must be given to each committee member and to the Academic Coordinator at least two weeks prior to the examination. See additional Graduate School requirements in section 2.1.d.
- 4) Public notice - A two-week public notice prior to the defense is required (See the Academic Coordinator).
- 5) Defense - This consists of a short presentation (approximately 20-30 minutes) on the dissertation work accomplished by the student, after which questions may be asked by members of the public. This is followed by a closed session in which only the dissertation committee and the student are present. Each member of the committee will ask questions which must be answered to the satisfaction of the committee.
- 6) Pass-Fail - A pass is granted if no more than one dissenting vote is given by the members of the dissertation committee. A second failure of the defense will result in dismissal from the Ph.D. program.

g) Final Copy of Dissertation

- 1) *The dissertation must fulfill the format requirements of the Graduate School before final approval. It is strongly recommended to have the Graduate School check the dissertation prior to final submittal. Students should obtain the publication "Guidelines for the Preparation of Theses and Dissertations" available from the Graduate School for a list of the requirements.*
- 2) *The final form of the dissertation to be submitted to the Graduate School must be in accordance with the instructions in the pamphlet Guidelines for the Preparation of Theses and Dissertations, available from the Graduate School.*

The Graduate School currently requires electronic submission of theses and dissertations.

- 3) The student must submit both an electronic and a paper copy of the dissertation to the Department. The paper copy should contain hard copies of text and figures and appropriate supplementary material on CDs.
- 4) The student must also supply a copy of the dissertation to the Major Professor and to each of the other members of the Dissertation Committee. The members of the Dissertation Committee can specify whether they prefer paper or electronic copies.

3. Graduate Assistantships (GA)

3.1. Requirements:

- 1) Students who have accepted, but no longer want, a GA must request a formal release from the commitment. See the Graduate Advisor and Academic Coordinator as soon as possible.
- 2) All GA's are considered 1/2 time employees, involved in 20 hours of work per week. 1/4 time GA's are sometimes available but are uncommon. GA's on 1/2 time employment may not have any work amounting to more than 20 hours a week, whether on or off-campus.
- 3) Since the University considers GA's part-time employees, they are entitled to Workman's Compensation within the range established by the University for any accident endured while fulfilling their duties. For further information contact the Employee Group Insurance office.
- 4) GA's must be registered as full-time students (9 semester hours in the Fall and Spring Semester with 6 hours at or above 4000 level, and 6 semester hours during the Summer semester with 3 hours at or above 4000 level).
- 5) Employment begins on the first day of the academic year (consult your General Catalog or Academic Coordinator). The registration system has recently changed from what used to be walk-through registration to the new **Advance Billing System**. This new system requires every graduate student 1) to schedule their courses through the REGGIE, 2) to give the addresses where the bills should be sent and submit a 'change of address form' to the Office of Records and Registration immediately if their addresses are incorrect, 3) to select their optional fees (especially parking plans if they park a car on campus). If graduate assistants want to pay through the payroll deduction, 4) they must submit the payroll deduction form to Bursar Operations, call REGGIE, and select payroll deduction as their payment option. 5) They should receive a fee bill within a few days. However, if students don't receive a fee bill within scheduled date they must call the Office of Records and Registration immediately to obtain a bill. 6) After getting the bill they should go to the Bursar's Office and pay it off. If all of their fees are covered by payroll deduction, scholarships, fellowships, etc., and they owe the University nothing, students **still must return the remittance stub** to the Bursar's Office. **You are not registered until the Bursar's office records your remittance stub on the computer.** For any more information call Roselyn Oubre, the Administrative Specialist at 8-2946.

The Department has the right to, and does, withhold paychecks or even take GA's away if the student does not show up on time.

- 6) At the end of each semester all GA's must complete the "TA Checkout Form" form (#13). This must be submitted to the Academic Coordinator upon completion of her/his duties, to allow the student to receive her/his final pay check.

- 7) For more specifics on University policy on GA's, read Policy Statement-21 on Graduate Assistants, available from the Graduate Coordinator.
- 8) Another source of information regarding TA's is the Department's "Report of the Ad Hoc Committee on Teaching Assistant Policies" (April 7, 1989) available from the Graduate Coordinator. Recommendations proposed in this report are not formal rules. However, the guidelines that have been suggested may be helpful in some cases.
- 9) GA's are entitled to a 10% discount on anything bought at the University bookstore in the Union, upon presentation of their IDs. .
- 10) **Attendance at Graduate Assistants' Meetings is a necessary and mandatory duty for all Graduate Assistants.** These meetings relate to teaching, proctoring, grading and research duties. They also provide a forum to air problems that may be encountered in the course of your work.

3.2. GA Eligibility:

a) All Students:

Only graduate students in good academic standing (i.e., not on probation) can be GA's . A student placed on probation will have her/his GA taken away, but it may be reinstated the following semester if the student attains at least a 3.0. GPA in 9 semester hours of graded coursework.

b) Non-Native English Speaking Students:

Non-native English speaking students are all students whose citizenship is not that of: Australia, Canada, Ireland, New Zealand, the United Kingdom, the United States of America, and the following Caribbean Islands: Antigua, Bahamas, Barbados, Bermuda, British Virgin Islands, Cayman Islands, Grenada, Guyana, Jamaica, St. Christopher, St. Kitts, and St. Vincent. The following requirements apply to them:

- 1) The Graduate School requires that all non-native English speaking students take a speech placement interview prior to registering at LSU and register during their first semester for a course in "Current Spoken American English" (ENGL 1051).
- 2) The following is from the University policy statement (PS-21) on GA. A copy is available from the Graduate Advisor.

"International students on assistantships, whose native language is not English must take the LSU Comprehensive English Language Test and participate in a speech interview. If either test indicates a deficiency in English competency, students will be required to enroll in and successfully complete the appropriate courses and be certified as proficient in English before they may teach in a classroom." (PS-21, p5).
- 3) Departmental policy stipulates that International student Teaching Assistants who do not become certified in English by the end of their first semester will have their TA stipend reduced by 5%. If they are not certified by the end of their first

year in residence, their TA may be terminated (although they may still hold an RA).

3.3. Duration:

GA's are awarded for the following maximum periods and are based on a 9-month academic year at 20 hours per week:

--M.S. - 4 semesters

--Ph.D. with a M.S. - 6 semesters

--Ph.D. - 10 semesters

Any exceptions to the above limitations require special justification from the Department of Geology and Geophysics and the approval of the Dean of the Graduate School.

3.4. Types of GA's:

a) Teaching Assistantship (TA):

TAs are expected to teach both Fall and Spring semesters. Individuals may have just one TA assignment, or they may be assigned two different TA responsibilities as defined below.

- 1.) Serving as a lecture assistant. The duties may include assisting in preparation of visual aids, handouts, examinations, homework assignments, proctoring examinations, and in grading.
- 2.) Teaching a laboratory section. This may involve preparing laboratory exercises for students, giving short lectures in laboratory on procedures and principles, answering questions, making up and grading laboratory quizzes and tests, holding office hours, and maintaining safe and proper lab conditions.

b) Service Assistantships (SA):

SAs are expected to serve in both Fall and Spring semesters. Individuals may have just one type of SA, or they may be assigned two different SA responsibilities as defined below.

- 1) Maintain one or more of the Department's collections by ensuring that the catalog is kept up-to-date, the collection(s) are clean and in good order, and access to the collection(s) is properly controlled.
- 2) Assist the professor in charge of the Wilbert Lecture series by coordinating arrangements with the Department staff, preparing and posting announcements of the lectures, assisting with receptions on the day of the lecture, and providing any other assistance as deemed necessary by the professor.
- 3) Assist the professor in charge of laboratory facilities by maintaining instruments and providing assistants to the users.

c) Research Assistantships (RA):

RAs are not awarded by the Department of Geology and Geophysics, but rather by individual professors out of their research grants. The responsibilities of an RA vary, but may include one or more of the following:

- 1) Laboratory assistant
- 2) Computer assistant
- 3) Field assistant

If the student has any TA or SA commitment she/he must get a release from the Graduate Advisor before she/he can accept a RA. All rules and regulations applicable to GA's still apply. However, appointments may be based on 12 months rather than 9 months.

3.5. *GA Stipends and Tuition:*

Stipends and tuition listed below are subject to change without notice. Stipends of RA's may be different from those listed below.

a) Fall and Spring (9 month academic year):

Current TA rates.

	Current
MS	\$13,500
PhD student*	\$13,500
PhD candidate**	\$15,000

* defined as either having a MS degree, or having passed the Assessment Exam.

** defined (for this purpose) as having passed both the General Exam and English exam (if required)

Students with GA's are assessed tuition and fees at the in-state rate of approximately \$1,500.00 per semester for the Fall and Spring semesters. Tuition may be paid all at once at registration, or be deducted from paychecks (this option can be chosen during Reggie, phone registration. No forms are necessary). Paychecks are distributed via direct deposit to a bank on or about the 21st of each month. For depositing checks directly to the bank students need to talk to Roselyn Oubre. The first paycheck of the Academic year is not issued until the 21st of September. No pay advance is available from the Department or the University. One possible source of money prior to the first paycheck is a student loan from the Office of Student Aid and Scholarships.

b) Summer:

Students who have been TA's for at least two semesters may be eligible for summer employment teaching lab sections on campus, although the number of positions available are limited. Alternatively, one or more TA's may work at the Department Field Camp in Colorado (see the Director of the camp as early as possible). The summer stipend is between \$2,700.00-\$3,000.00, and students are assessed tuition and fees at the in-state rate of \$591.25. A few RA's are also available and should be sought aggressively as early as possible; stipends vary.

3.6. Getting Started and Finishing Up:

- 1) The student should ensure that the Graduate Advisor has her/his class schedule as soon as possible after registration. Teaching assignments are posted and revised often during the first weeks of the semester (see the "Bulletin Board").
- 2) TA's teaching 1601/1602 should be prepared to attend a meeting organized by the professor in charge of introductory laboratories during the registration week (time and date will be posted). TA's for other classes should meet with the professor teaching the course before the first class.
- 3) For safety reasons, an attempt is made to minimize the assignments of female TA's to evening classes. TA's teaching evening classes are encouraged to make students aware of the potential dangers and recommend to female students that they be escorted to their car. Should a student need a phone, phones are available in the lobby of the Old Geology Building and in the hall across from the large lecture rooms in the New Building.
- 4) Needed keys to offices, labs, a copy number for the Xerox machine, and access codes to the computer rooms (E337, E232) may be obtained from the Office Coordinator, Cathy Duncan. The Assistant to the Chairman, Joan Payne, has extra slide projectors and replacement bulbs. Teaching supplies such as grade books, chalk, index cards, and transparencies are available in the Department office - see the Office Coordinator.
- 5) A TA who has a problem and feels she/he needs help is encouraged to talk to the professor teaching the course, the Graduate Advisor, or the Graduate Student Representative. For any grievances, e.g., unfair amount of time required for a TA duty, refer to section 5.1.
- 6) Final and mid-term grade forms are available in the Department office. The Department Academic & Building Coordinator will let TA's know when to turn these in.
- 7) GA's must turn in any textbooks, lab manuals and keys to labs or classrooms used for teaching/work to the Assistant to the Chair at the end of the semester and submit the "TA Checkout Form" form (#13) and must be registered for the next semester.

4. International Students

This section contains information of special interest to international students. For more information and instructions, consult the International Student Office (ISO) whose role is to assist international students in all matters related to their study at LSU [Phone: 578-3191]. Please also see the GA section on non-native English speakers (section 3.2).

4.1. English Placement Test:

All non-native English speakers are required to take a placement examination in English prior to registering at LSU. If the test indicates a deficiency in English, the student will be required to register for the appropriate courses, e.g., ENGL 1004 and/or ENGL 1005. In the case of a major deficiency in English, the Graduate School may require postponement of enrollment in graduate courses until proficiency is demonstrated. Non-native English speakers are strongly encouraged to fulfill all the requirements stipulated for being a GA, if they have not already done so. See section 3.2.b (regarding ENGL 1051).

4.2. Health Insurance:

All students are required to be enrolled in LSU's Accidental and Sickness Insurance or another insurance plan that is equivalent to the LSU plan at the time of registration (contact ISO for this information). Proof of insurance must be presented at registration.

4.3. Tax:

An international student is subject to U.S. income tax only on income from sources within the U.S.A. However, there are special rules that apply to taxing the income of international students. Check with the Academic Coordinator and the ISO for more detailed information. There are also publications designed to help in determining the information needed to file U.S. tax returns, such as Publication 519 - U.S. Tax Guide for Aliens. These publications may be obtained at no charge from the Internal Revenue Service (IRS) Forms Distribution Center (1-800-424-1040), <http://www.irs.gov>, or at Middleton Library in the government documents sections.

4.4. Visa:

To maintain student status, the US Immigration and Naturalization Service requires that a student be registered as full time at all times while in the U.S.A. Exemptions are possible; see the ISO for details.

5. Student Grievances

Students are strongly recommended to air any grievances first through the Department procedures; if these fail, use the University procedures.

5.1. Department Grievances and Procedures:

Although no formal channel exists for the airing of student complaints within the Department, the following approach is suggested.

1. Consult your Advisor or faculty member involved.
2. Consult with the Graduate Student Representative.
3. Consult with the Graduate Advisor.
4. Consult with the Department Chair.
5. Send a formal letter of complaint to the Graduate Advisor and Department Chair.
6. If all else fails, write a formal letter of complaint to the Dean of the Graduate School.

Should you find that step six is necessary, ensure that you inform, in writing, your Advisor, the Graduate Advisor, and Department Chair of your intent.

5.2. University Policies and Procedures:

University Policies on student conduct are listed in the "Student Handbook and Code of Student Conduct". Copies are available from the Office of the Chancellor and on the LSU website, <http://appl003.lsu.edu/slas/dos.nsf/index>

Grade appeals for courses are outlined in the "General Catalog" and in Policy Statement 48. A copy of each is available from the University Administrative Specialist, and on the LSU website, <http://appl003.ocs.lsu.edu/ups.nsf/ByNumber?OpenView>

University policy on Graduate Assistants is outlined in Policy Statement 21. A copy is available from the Graduate Advisor, and on the LSU website, <http://appl003.ocs.lsu.edu/ups.nsf/ByNumber?OpenView>

Graduate Assistantship/Employee grievance procedures are outlined in Policy Statement 8. A copy is available from the University Administrative Specialist, and on the LSU website, <http://appl003.ocs.lsu.edu/ups.nsf/ByNumber?OpenView>

5.3. Sexual Harassment Policy:

University policy and procedures are explained in Policy Statement 73 "Sexual Harassment". A copy is available in the Department office. The following excerpt comes from PS-73:

"Sexual harassment is a form of unlawful sexual discrimination. For the purposes of this policy, sexual harassment is defined as unwelcome verbal or physical behavior of a sexual nature. Sexual harassment includes both 'quid pro quo' and 'hostile environment' unlawful discrimination.

'Quid Pro Quo' sexual harassment may involve submission to verbal or physical conduct of a sexual nature, unwelcome sexual advances, or requests for

sexual favors when this is made either explicitly or implicitly a term or condition of an individual's employment or student status. It typically involves an authority relationship in which the recipient is vulnerable with respect to employment or academic status so that objection to the offensive behavior or demands may have negative consequences.

'Hostile environment' sexual harassment may include unwelcome verbal or physical conduct of a sexual nature in which the unwelcome conduct unreasonably interferes with an individual's ability to function effectively in an employment or academic setting by creating an intimidating, hostile or offensive environment even if no 'quid pro quo' relationship exists."

Both informal and formal grievance procedures are outlined in PS-73. Any disciplinary sanctions against faculty or employees will be in accordance with PS-8. Any action against students will be in accordance with the "Code of Student Conduct". Anyone having questions or grievances regarding sexual harassment at LSU should contact the Equal Opportunity Programs Office.

5.4. Equal Opportunity Policy

University policy and procedures are outlined in PS-1 "Affirmative Action and Equal Employment Opportunity Policy". A copy is available in the Department Office. The following excerpt comes from PS-1:

"The University assures equal opportunity for all qualified persons without regard to race, color, religion, sex, national origin, age, handicap, marital status, or veterans status in the admission to, participation in, or employment in the programs and activities which the University operates."

Anyone having questions or grievances regarding equal opportunity at LSU should contact the Equal Opportunity Programs Office.

6. Useful Things to Know

Graduate Student Representative:

One graduate student is elected annually to serve as a liaison between the graduate students and the faculty, primarily through her/his attendance at faculty meetings. The 2002-2003 Graduate Student Representative is Andrew Maas, amaas@geol.lsu.edu.

Wilbert Lecture:

Approximately every other week the Department invites a guest speaker, usually from other colleges, universities or organizations to present a lecture. Students are strongly encouraged to attend these lectures and meet the speakers. The lecture usually takes place on Friday afternoons. Check the posted notices for topics, location and time. Students are encouraged to suggest speakers for future lectures to the Chair of the Wilbert Lecture Committee.

Earth Sciences Brown Bag Seminar:

This is an informal presentation by graduate students and professors, from within and outside the Department, and is organized by a graduate student volunteer. Students are strongly encouraged to participate both by presenting and attending seminars. It is usually held on Wednesdays at 12:00 p.m.; check the posted notices for topic, location, and time.

AAPG Student Chapter:

The AAPG (American Association of Petroleum Geologists) has a student chapter in the Department, which sponsors field trips, social activities, intramural sports, and some funding for travel to official meetings. Officers (President, Vice-President, Treasurer, Secretary, and Public Relations) are elected annually. The 2002-2003 President is Kelly Lagrange. If interested, contact Kelly, klagran@lsu.edu.

Association for Women in Science-Baton Rouge Chapter (AWIS-BR):

AWIS-BR is a local chapter of the 25-year old national group based in Washington, DC. It is committed to the achievement of equity and full participation of women in all areas of science and technology. The Baton Rouge chapter has lunches twice a month, speakers, social events. AWIS is open to both men and women. AWIS-national offers grants to graduate students and also publishes a pamphlet on grants available to graduate students.

Sigma Gamma Epsilon (Delta Iota):

A National Honorary society for the Earth Sciences has a University chapter, Delta Iota. The Chapter sponsors a tutoring for introductory geology courses and refurbishing of departmental displays. Officers (President, Vice-President, Treasurer, and Secretary) are elected annually.

Bulletin Board:

The "Bulletin Board" located in front of the Department office, should be checked periodically for events and activities within the Department as well as around campus.

Graduate Student Association:

A campus wide organization of graduate student which serves to voice and work collectively towards improving the quality of graduate student life at LSU. Watch the "Bulletin Board" for date and time of meetings. For further information write to

Graduate Student Association of LSU
P.O. Box 16470
Louisiana State University
Baton Rouge, LA 70803
<http://gradlsu.gs.lsu.edu>

Keys:

Office, laboratory and building keys are available from the Assistant to the Chair. Students must turn in any keys that are no longer applicable to her/his work assignments, and turn in all of their keys when they graduate. If a student is locked out of her/his office after Department office hours, Campus Police should be called at 578-3231.

Owing to the large inventory of sophisticated equipment, security is a matter of great concern. Please ensure that all office and laboratory doors are locked when not in use, and that the outside doors are securely locked on entering and leaving outside of normal building hours. Do not leave valuables unattended in offices or labs, and especially in the library or in plain sight in a car.

Safety:

The city of Baton Rouge, like many American cities, has a very high incidence of violent crimes. Women should not walk by themselves at night and men should also be very cautious at night. Any person on campus who needs a ride at night can call Campus Transit at 578-5555. The service is free, but is limited to the LSU campus only.

An attempt is made to minimize the assignments of female TA's to evening classes. TA's teaching evening classes are encouraged to make students aware of the potential dangers and recommend to female students that they arrange to be escorted to their car by another student. Should a student need a phone, phones are available in the lobby of the first floor of the old building (130) and across from E 134 in the new building, as well as in the computer lab (E336).

CAMPUS POLICE: **578-3231**
OFF/ ON CAMPUS POLICE/EMERGENCY: **911**
CAMPUS POLICE - INTERACTIVE WEBSITE where you can report problems, crimes, etc. The address is <http://www.lsu.edu/police>

Building Problems:

During office hours, all building maintenance problems (lights out, power off, keys not working, etc.) should be reported to the Academic & Building Coordinator, Ann Polito. After hours call Facility Services (578-3186)--24 hours.

Mailboxes:

Mailboxes are located in the Department office, on the far left wall and divided in alphabetical order of surnames. Mail arrives twice a day around 10:30 am and 2:30 p.m., however you should check your box throughout the day for messages.

Photocopies:

A photocopier for everyone's use is available in the small room (E235 B) across from the mailboxes in the main office. It is to be used only for small amounts of class-related items, personal copies may be made at Middleton Library. If you are in a great hurry you can do the copying yourself, but charge it to your major professor, at the Middleton Library photocopy center. See the Department receptionist for further

information. Access codes for the Xerox machine may be obtained from the Office Coordinator. Copies for research purposes must be cleared with your faculty advisor, as all copies are charged to his/her account.

Recycling:

The University recycles all paper. You may put all paper including glossy and newspaper in your recycling box in your office. See the building coordinator, Ann Polito, for a recycling box. Recycling is collected by the Janitorial staff. For more information, call the LSU Recycling Hotline at 578-5325. The AAPG student chapter recycles aluminum cans in the large plastic bins with silver lids located in various parts of the building. The city of Baton Rouge has curb-side recycling; for more information call 927-1600.

Travel:

When traveling on State, University, Department, or research grant funds, certain University regulations and procedures must be adhered to.

- 1) **1) All travel must be authorized before departure--regardless of the source of funding for the trip! All travel arrangements must be booked through the State travel agency, Navigant Travel (930-6700) or you will not be reimbursed! All travel forms are available from the receptionist. The receptionist is responsible for processing travel forms and can provide detailed information on current regulations and reimbursement rates.**
- 2) **All University travel must be authorized in advance** – regardless of the source of funding for the trip. This should be done as early as possible before the proposed departure date, using a "Request for authorization to Travel" form (#15).
- 3) A travel advance may be available to help defer travel expenses. Travel advances are only available to LSU employees. The "Request for Travel Advance" form (#16) should be submitted for approval at least 10 days before departure.
- 4) All transportation and accommodations must be made through Navigant Travel Agency (930-6700, fax 930-6666). Reimbursement for transportation and lodging not arranged through Navigant will not be authorized. In the event that a student needs alternative arrangements (usually knowledge of a cheaper fare), permission to use a different travel agent must be granted in writing before any booking by the Director of Accounting Services (Donna Torres; 204 T. Boyd Hall).
- 5) If reimbursement is expected a "Travel Expense Voucher" form (#17) must be submitted within 10 days of returning from the trip. *Original receipts* are **required** for all expenses except meals. Meals do not require receipts unless you expect to be reimbursed at 25% in excess of the allowed rate (this requires prior approval on the Authorization to Travel form). Credit card receipts alone are not acceptable unless this is the only receipt provided. If this is the case, an explanation must accompany the receipt. You can obtain from the Office Coordinator the current rates of reimbursement for mileage, meals, and lodging. It is recommended that a personal copy of all receipts be kept.
- 6) All airline tickets must be charged to an American Express Corporate Card. You can get an application for this card from the Office Coordinator. If an employee has been denied an American Express or is in the process of applying for a card, you may use the department's Business Travel Account (BTA) for the contract airfare and matched fare.

7) For travel on University sponsored class field trips, medical travel insurance must be bought from the University. This is done by submitting "Trip Travel Insurance" forms (LSUTT1 and LSUTT2; #18) available from the Assistant to the Chair, Joan Payne, at least 3 days before the anticipated date of departure.

8) All students who wish to drive a department vehicle must be university employees and must submit a "Vehicle Authorization Form, Driver Record" form (#19) available from the Assistant to the Chair, Joan Payne and submitted to Rick Young, Rock Lab supervisor. All drivers of University vehicles must take a one hour Driver Safety Class. See Rick Young for class schedule. Each time a vehicle is used, the mileage must be logged into the log book and the keys, gate card, and log book returned to Rick Young. Please remove the trash from the van and report any maintenance concerns to Rick Young. The vehicles must be reserved in advance with Rick (578-2243). **UNIVERSITY VEHICLES ARE FOR OFFICIAL UNIVERSITY BUSINESS USE ONLY**

Purchasing Policy

If you need to make a purchase with University funds, the following guidelines must be strictly adhered to:

1. **Supply** orders that total \$500 or less (including shipping) do not require competitive bids or issuance of a purchase order. **Equipment** orders that total \$250 or less (including shipping) do not require competitive bids or issuance of a purchase order. Do not obligate the department to pay for orders without being certain that funds are available to make the purchase.
2. Equipment orders totaling \$250.01 to \$500 (including shipping) do not require competitive bids, but they do require issuance of a purchase order. A faxed quote from the vendor is required. Submit the quote to Joan Payne.
3. Orders totaling \$500.01 to \$2,000 (including shipping) require bids from three vendors, and the issuance of a purchase order. The bids can be taken over the telephone, but a faxed quote from the lowest bidder is required. Submit the quote to Joan Payne.
4. Any order that exceeds \$2,000 must be submitted to Purchasing for solicitation of written bids. Detailed specifications, the estimated cost, and at least one vendor must be provided. Submit this information to Joan Payne.

Exceptions: 1) Software does not require competitive bids regardless of the cost, but you must have a faxed quote from the vendor and a purchase order if the total exceeds \$500. 2) Replacement parts and equipment repairs by an **authorized dealer** do not require competitive bids, but you must have a faxed quote and a purchase order if the total exceeds \$500.

For assistance with computer equipment or software purchases, contact James Wang (Systems Manager) at 8-2664.

Health Center:

All full-time students have free access to the Student Health Center having paid for the service in their fee bill. The Health center is staffed and equipped for treating minor illnesses and minor accidents. Facilities include an out-patient medical clinic, a mental health clinic, a pharmacy, a laboratory, and an x-ray department. Charges are made for medicines and for x-ray and laboratory work done at the center. Facilities are open Monday through Friday from 8:00 am to 5:00 p.m. and Saturday morning from 8:00 am - 11:30 am. Appointments must be

made ahead of time, at least a day in advance, walk-ins are accepted in emergency situations and on Saturday mornings.

E-mail Access:

The campus-wide, fiber optic backbone is connected to the Internet, Bitnet and state networks. The VM/ESA system is a registered gateway for e-mail between Bitnet and Internet networks. The Office of Computing Services provides e-mail accounts to all faculty, staff and graduate students. E-mail accounts also are available on the Department's mail server. Yoo-hwan Hwang is in charge of assigning Departmental e-mail accounts. hwang@geol.lsu.edu.

Department Computer Facilities: refer to Appendix V.

GEOREF:

GeoRef is currently available in Middleton Library or on campus at www.lib.lsu.edu.

Faxes and Long Distance Phone Calls:

Faxes can be received through the main office. The Fax number is (225) 578-2302. Check with your faculty advisor for permission to send faxes from the main office.

Long distance phone calls cannot be made from departmental phones without a faculty access code or a personal calling card number.

7. Financial Assistance

A list of potential granting agencies is given below. The information listed is subject to change without notice. Please check the "Bulletin Board" section on Grants and Fellowships and see the University Administration Specialist and the Academic Coordinator for application forms and additional available sources. One other source is the "Graduate Student Funding" guide published by, and available from, the Graduate School.

Any financial aid a student receives from an external source, if not directly deposited in her/his personal account, must be made payable to the LSU Foundation and **not to** the University. Furthermore, such payments must never be referred to as "invoices" in any correspondence. For an explanation or further details on form of payments, see the Academic Coordinator.

Check the Department Bulletin Board for Announcements.

7.1 Fellowships

Some fellowships may require US citizenship; check with the Academic Coordinator, Linda Strain. Watch the Department Bulletin Board for announcements of other fellowships.

LSU Graduate School Fellowship (US citizens only)

Superior graduate students awarded departmental assistantships and fellowships may, on departmental nomination to the Graduate School and selection by a faculty committee approved by the Graduate Dean, be designated Graduate School Scholars. Students selected for these awards receive a monetary enhancement to their departmental assistantship/fellowship. See graduate school for more details.

Board of Regents Graduate Fellowship Program (US citizens only)

Requirements and benefits are similar to those for the Graduate School Fellowship, with an annual stipend of \$18,650 plus tuition. One fellowship is awarded annually in the Department. Contact Marie Hamilton (578-1640) in the Graduate School for further details.

BP Foundation, Inc., Fellowship (US citizens only)

The stipend for 9 months varies, available to a graduate student in geology. Applications should be made through the Academic Coordinator.

SHELL Doctoral Fellowship (US citizens only)

Given to a graduate student in geology. Stipend varies (\$15,200+) and may be awarded for up to four years. Nominated by the Admissions and Awards Committee. See Academic Coordinator for more information.

AAUW Educational Foundation Dissertation Fellowship

For women who are citizens or permanent residents of the US Stipends are \$12,500 and are for the final year of writing the dissertation. Applicants must have completed all course-work, passed all preliminary exams, and had the dissertation research proposal approved. For more information: <http://www.aauw.org/>

AAUW Educational Foundation
American Association of University Women

2401 Virginia Avenue, NW
Washington, DC 20037

Joint Oceanographic Institutions/USSAC Ocean Drilling Fellowship

Fellowships are awarded twice each year to both M.S. and Ph.D. candidates for either shipboard or shore based research. Both one- and two-year fellowships are available at an award level of \$22,000 per year. For more information: <http://www.joi-odp.org/USSSP/Fellowship/Fellowship.html>

Andrea Leader, Fellowship Coordinator
JOI/USSAC Ocean Drilling Fellowship
Suite 800, 1755 Massachusetts Ave., NW
Washington, DC 20036-2102
Phone: (202) 232-3900
e-mail: ajohnson@brook.edu

National Defense Science and Engineering Graduate Fellowship Program

\$15,000 stipend renewable for 3 years - applicants must be US citizens and be at or near the beginning of their graduate study in science or engineering. Grants awarded are based on aptitude and demonstrated ability of the applicant. Doctoral candidates are given preference. See Roselyn Oubre for more information.

Battelle Columbus Division
Research Triangle Park Office
Graduate Fellowship Program
200 Park Dr.
PO Box 12297
Research Triangle Park, NC 27709

National Physical Science Consortium Fellowship for Minorities and Women

The NPSC offers doctoral graduate fellowships to underrepresented minority groups and women. Each fellowship is worth from \$156,000 to \$200,000 depending on which university a student attends. For more information: <http://www.npsc.org/>

National Physical Science Consortium
MSC, 3NPS, Student Recruitment Office
New Mexico State University
P.O. Box 30001
Las Cruces, NM 88003-8001
Phone: (800) 952-4118 or (505) 646-6038
Fax: (505) 646-6097
e-mail: npsc@nmsu.edu

Phi Kappa Phi Graduate Fellowships

Fellowships in support of first-year graduate students. Awardees may accept Fellowships with the full \$7,000 stipend, a reduced stipend, a \$500 monetary award, or without stipend. For more information: <http://www.phikappaphi.org/>

The Honor Society of Phi Kappa Phi
146 Thomas Boyd Hall
Louisiana State University
Baton Rouge, LA 70803

National Science Foundation

Available to Masters or Doctoral students with less than 29 semester hours of graduate credit. For more information: <http://www.ehr.nsf.gov/her/dge/grfp.htm>

NSF Graduate Research Fellowship Program
Oak Ridge Association Universities (ORAU)
P.O. Box 3010
Oak Ridge, TN 37831-3010
Phone: (423) 241-4300
Fax: (423) 241-4513
e-mail: nsfgrfp@orau.gov

Naval Research Laboratory Postdoctoral Fellowship

Awards are for one year but are renewable with an annual stipend of \$42,000 which increase by \$1,000 each year it is renewed. For more information:
<http://www.nrl.navy.mil/>

American Society for Engineering Education
1818 N Street, N.W., Suite 600
Washington, D.C. 20036-2479
Phone: (202) 331-3525
e-mail: projects@asee.org

7.2. Scholarships

LSU Office of Sponsored Research (OSR) has grant and scholarship information on file. The office is 117 David Boyd Hall. OSR will also do regular grant-searches for you and send this information to your e-mail address. Call OSR for more information, 8-6891. Check with the Graduate Advisor, Laurie Anderson, for other grants and scholarships available and for current applications.

AAPG Foundation Grants

Grants of up to \$1000 are available to graduate students conducting research related to the search for hydrocarbons and economic sedimentary minerals. (Deadline - Check with the Academic Coordinator).

Dr. J. M. Armentrout
AAPG Grants-in-Aid Subcommittee
AAPG Headquarters
PO Box 979
Tulsa, OK 74101-0979

American Chemical Society, Petroleum Research Fund

Grants of up to \$60,000 are available. Grants are given to support exceptionally well-qualified graduate students, but usually the graduate student's advisor assumes responsibility as the principal investigator. Grants are awarded on the basis of scientific merit, and appropriateness of the budget.

Petroleum Research Fund
American Chemical Society
1155 16th St., NW

Washington, DC 20036

AGI Minority Geoscience Scholarship (US citizens only)

Awards given to Black, Hispanic or Native American (American Indian, Eskimo, Hawaiian or Samoan) students. Recipients are judged on academic achievement, financial need and their potential for future success in the geoscience profession. Deadline March 1. For more information: <http://www.agiweb.org/her/mgsftp.html>

Marilyn Suiter
AGI Minority Participation Program
4220 King Street
Alexandria, VA 22302
Phone: (800) 336-4764

Association for Women in Science

Predocctoral Awards of \$500-1,000 given to women graduate students in science. US and non-U.S. citizens are eligible. AWIS also publishes a financial aid directory of over 400 listings entitled, *Grants at a Glance*. (Deadline- mid-January). For more information: <http://www.awis.org>

Association for Women in Science
1200 New York Ave., NW, Suite 650
Washington, DC 20005
Phone: (202) 326-8940 or (800) 886-AWIS
e-mail: awis@awis.org

Colorado Scientific Society

Two grants primarily in support of field investigations of regional geologic and stratigraphic problems with emphasis on the geology of Colorado and the western overthrust belt. Another grant supports a project in engineering geology. Moneys can be used to support travel costs, field expenses, etc. For more information: <http://shell.rmi.net/~ess/grants.html>

The Chairman, Memorial Research Funds
Colorado Scientific Society
PO Box 150495
Lakewood, CO 80215-0495

Dallas Geological Society Scholarships

Awards typically do not exceed \$1000 and are given on the basis of scientific merits of the research, the capability of the investigator and an appropriate budget. See the Director of Field Camp. All scholarships from the Dallas Society are now managed under the Society of Exploration Geophysics.

The Explorers Club

Awards up-to \$1200 are made primarily to graduate students and members of expeditions. Applications are judged on the merit of the proposal, the competence of the investigator and the appropriateness of the budget. Membership to The Explorers Club is not necessary to qualify for an award.

The Exploration Fund Committee
The Explorers Club
46 East 70th Street
New York, NY 10021
(212) 628-8383

Geological Society of America

Awards typically do not exceed \$1500 and are given on the basis of the scientific merit of the project, the capability of the investigator, and the appropriateness of the budget.

Geological Society of America - Southeastern Section

Grants are competitive and available to both undergraduate and graduate students. Students must be a student Associate member of GSA.

Secretary SEGSA
Department of Geology
The University of Alabama at Birmingham
Birmingham, AL 35294 (205) 934-5102

Geoscience Scholarships for Ethnic Minorities

For information write to:

Director, AGI Minority Geoscience Scholarships
American Geological Institute
4220 King Street
Alexandria, VA 22302

Gulf Coast Association of Geological Societies Financial Aid Awards

Awards of up to \$1000 are given to graduate students conducting research related to energy and minerals in the Gulf Coast region.

V.M. Ewing, Chairman
GCAGS Financial-Aid to Students Committee
Chevron USA, Inc.
935 Gravier Street
New Orleans, LA 70112
(504) 592-6394

Houston Geological Society-Calvert Memorial Scholarship

Award of \$2,600 to a graduate student conducting research in economic geology. For more information: <http://hgs.org/>

The Houston Geological Society
c/o: W.L. Calvert Memorial Scholarship Fund
7457 Harwin, Suite #301
Houston, TX 77036-2190
Phone: (713) 785-6402
Fax: (713) 785-0553
e-mail: Joan@hgs.org

LUMCON

\$2000 in research funds to defray expenses of a research program in the Maine Sciences. The research grant may be used to defray room and board expenses, supplies, vessel rental, travel or other approved expenses in connection with research at LUMCON's facilities.

Scholarship Committee
LA. University Marine Consortium Foundation, Inc.

8124 Highway 56
Chauvin, LA 70344
Phone: (504) 851-2800

Mineralogical Society of America- Biennial Mineralogy/Petrology Research Grant

\$3500 awarded in odd-numbered years to recipient between 20 - 30 years of age.
Money can be spent in any way in support of proposed research.

Mineralogical Society of America
Business Office
1015 18th Street NW, Suite 601
Washington, DC 20036
(202) 775-4344

National Geographic Society Research Grants

The application is relatively short and may be submitted at any time. Grants are given to exceptionally well-qualified graduate students, but usually the graduate student's supervisor is listed as the principal investigator. Grants are awarded on the basis of scientific merit. Notification usually takes between 4-6 months.

Dr. Edwin W. Snider, Secretary
Committee for Research and Exploration
National Geographic Society
17th and M Streets, NW
Washington, DC 20036 phone (202) 857-7439

The Paleontological Society

\$500 grants to support research in any field or aspect of paleontology for graduate students.

PS Selection Committee, Dept. Geol. and Min.
Ohio State Univ.
125 South Oval Mall
Columbus, OH 43210

PEO Scholar Awards

\$6,000 award to support women in the US or Canada who are pursuing a graduate degree or are engaged in advanced study and research.

P.E.O. Executive Office
3700 Grand Avenue
Des Moines, Iowa 50312-2899

Sigma Xi

Awards typically range from \$100-\$500. Awards are made for research projects with priority given to applicants in the early stages of their careers.

Committee on Grants-in-Aid of Research
Sigma Xi Headquarters
345 Whitney Ave.
New Haven, CT 06511

SIPES Foundation Scholarship

Society or Independent Professional Earth Scientists stipulates that applicants must be graduate students majoring in the Earth Sciences with a G.P.A. of 3.5 or better. Scholarships are usually \$1000. For more information: <http://www.sipes.org/>

SIPES Foundation
4925 Greenville Ave., Suite 170
Dallas, TX 75206
Phone: (214) 363-1780
Fax: (214) 363-8195
e-mail: sipes@sipes.org

Society of Professional Well Log Analysts

Recent scholarships have ranged from \$1000 to \$2500. Must have a GPA of 3.0 or higher. For more information: <http://www.spwla.org/>

SPWLA Foundation
8866 Gulf Freeway, Suite 320
Houston, TX 77017
Phone: (713) 947-8727
Fax: (713) 947-7181

Youth Activity Fund of the Explorers Club

Grants to high school and college undergraduate students to enable them to participate in field research in the natural sciences under the supervision of a qualified scientist. From \$200-1,000. Awards announced in June. See address for the Explorer's Club above.

Miscellaneous Funding

Oil companies, in particular Amoco, ARCO, BP, Chevron, Exxon, Shell Texaco and UNOCAL, have in the past provided some students with funding for particular projects. Companies should be contacted directly.

7.3. Funding for Travel to Meetings:

Department of Geology and Geophysics

Provides funding to graduate students for travel to Society or Professional meetings. The decisions are made by the Graduate Advisor. All requests should be submitted to the Graduate Advisor as early as possible each semester. The request should be a memo with the title of the abstract, a budget, funds already available, and funds needed.

Graduate Research and Development Support (GRADS)

Students are eligible for \$150 or more each academic year, for travel to conferences, conventions and competitions that are educational, academic or professional in nature. Applications (form #14) should be signed by the Department Chair. The Assistant Dean gives final approval and signature. Forms can be obtained from the Academic Coordinator or from:

Chad McGee
The Office of Graduate Planning
Louisiana State University
127 David Boyd
(225) 578-1640

AAPG-LSU Student Chapter

The Department student Chapter provides funding for travel (~\$50) to Society or Professional meetings in a calendar year. You must submit an abstract of the paper or poster you are presenting. For deadlines, contact the current AAPG President.

Society/Professional Meetings

Most organizations provide some funding for students presenting papers, or poster sessions at their meetings. Information on the availability of such funding must be obtained directly from the society/organization.

GSA Southeastern Section

Program to support cost of student travel to GSA meetings. All eligible students will receive support, not exceeding \$400. Applies to both the annual meeting and Southeastern Section meeting. See GSA Bulletin for details.

APPENDIX I GLOSSARY

Glossary

Consult the "General Catalog" for other definitions.

Academic Coordinator: The Department staff member who serves as a coordinator of all graduate student business related to the Department and who maintains all official student records/files. For appointed member see Appendix V.

Academic Year: The period consisting of Fall and Spring semesters. (Except in the case of a Final Examination for the Ph.D. degree, in which case it may be the interval between a General Examination held early in one semester and a Final Examination held toward the close of the following semester). Summer term is considered part of the academic year.

Calendar Year: The period lasting from 1 January to 31 December.

Current Semester Deadline: These are University deadlines by which certain forms must be submitted and examinations or courses taken by students. These are published every semester and are not flexible. Copies are available from the Academic Coordinator and the Graduate School.

Degree Candidates: A student who intends to graduate, receive her/his degree that semester, and has completed the "Application for Admission to Candidacy for a Master's Degree" or "Application for Degree" for doctoral candidates.

Dissertation/Thesis Committee: This committee guides the student throughout her/his period in residence, in particular their thesis or dissertation work, and evaluates the Final Examination. For details see section 1.2.a. and 2.2.a..

Final Examination: Also called thesis or dissertation Defense. This is the examination on the subject of the thesis or dissertation. For details see sections 1.1.a., 1.2.d, 2.1.d, and 2.2.f..

Full Time: A student is considered full time if she/he is registered for 9 credit during Fall and Spring semesters and 6 credits during the Summer.

General Catalog: The publication issued by the Graduate School, in which all Graduate School requirements are listed. It may be bought at the University Bookstore in the Union.

General Examination Committee: This is the committee, usually the same as dissertation committee, that evaluates the student's General Examination. (Ph.D. candidates only). For details see sections 2.1.c. and 2.2.e.

Grade Point Average (GPA): A measure of scholastic performance; the ratio of quality points earned to semester hours attempted.

Graduate Advisor: A faculty member designated by the Chair of the Department to serve as a liaison between the graduate students and their committees, and the Graduate School. For appointed member see Appendix V.

Graduate Faculty: Consists of those members of the teaching and research faculties who have been so designated by the Chancellor according to the following ranking system: Full Member, Associate Member or Affiliate Member. Restrictions apply to the rank of the faculty on the student's thesis or dissertation committee. For a listing of graduate faculty, consult the "General Catalog".

Semester Hours: The unit by which course-work is measured. The number of semester hours assigned to a course is usually determined by the number of hours the class meets per week.

APPENDIX II COURSES OFFERED LAST THREE YEARS

Department Courses by Subdiscipline

The following courses were offered by the Department of Geology and Geophysics during the last 3 academic years (1999-2000, 2000-2001, and 2001-2002). Courses are organized by subdiscipline. Within each subdiscipline, courses are listed in the following four groupings: 4000 level classes, 7000 level classes, special topics classes, and seminars.

Geochemistry-Mineralogy-Petrology

Number	Description	00-01		01-02		02-03	
		F	S	F	S	F	S
GEOL 4043	Earth Materials and the Environment				X		
GEOL 4081	Chemical Oceanography		X				
GEOL 4083	Introductory Isotope Geology				X		
GEOL 4085	Geochemistry of Natural Waters & Sediments	X		X		X	
GEOL 7043	Advanced Igneous Petrology	X					
GEOL 7044	Advanced Metamorphic Petrology						
GEOL 7081	Isotope Geochemistry						X
GEOL 7083	Mass Spectrometry for Isotope Geology	X					
GEOL 7134	Clay Mineralogy		X		X		X
GEOL 7183	Physical Geochemistry of Burial Diagenesis		X				
GEOL 7900	Advanced Clay Mineralogy						
GEOL 7900	Special Topics in Geochemistry			X			
GEOL 7900	Scientific Presentations		X				
GEOL 7941	Igneous and Metamorphic Seminar				X		X

Paleontology

Number	Description	00-01		01-02		02-03	
		F	S	F	S	F	S
GEOL 7111	Advanced Micropaleontology						
GEOL 7120	Paleobiology			X			
GEOL 7900	Paleoceanography	X					
GEOL 7900	Special Topics in Paleontology			X			
GEOL 7911	Seminar	X				X	

Sedimentology-Stratigraphy

Number	Description	00-01		01-02		02-03	
		F	S	F	S	F	S
GEOL 4002	Advanced Sedimentology	X					
GEOL 4031	Introduction to Sedimentation	X		X		X	
GEOL 4131	Basin Analysis						X
GEOL 7031	Deep-Water Depositional Environments						
GEOL 7061	Sequence Stratigraphy				X		
GEOL 7900	Arid Land Sedimentology						
GEOL 7900	Tectonics and Sedimentation		X				
GEOL 7931	Deep Water Deposits Seminar			X			
GEOL 7961	Mountain Building Processes Seminar	X					

Geophysics-Tectonics

Number	Description	00-01		01-02		02-03	
		F	S	F	S	F	S
GEOL 4062	Exploration and Environmental Geophysics		X			X	
GEOL 4064	Solid Earth Geophysics						X
GEOL 4066	Plate Tectonics						X
GEOL 4068	Reflection Seismology	X					
GEOL 4098	Tectonic Evolution of North America						
GEOL 4182	Physical Hydrogeology			X			
GEOL 7062	Seismic Stratigraphy		X				X
GEOL 7065	Geodynamics				X		
GEOL 7900	Special Topics in Geophysics			X			
GEOL 7900	Mathematical Geophysics				X		
GEOL 7972	Meteor Extinction Signatures Seminar		X				

APPENDIX III STAFF & RESPONSIBILITIES

Departmental Staff and Responsibilities

Throughout your graduate studies in the Department of Geology and Geophysics, the following people will be instrumental in the completion of your degree. Their respective responsibilities are listed.

Office Personnel

Unfilled – Accounting Specialist 578-2238/sharon@geol.lsu.edu. Purchasing, payments, data entry of all accounting transactions, reconciliation of departmental accounts, faculty allocation reports, and office supply orders. Assists with: keys, textbooks, copy codes, lock codes, AV equipment, and travel.

CATHY DUNCAN – Office Computer Specialist 578-3353/caduncan@lsu.edu. Office computer assistance including E-mail addresses, computer purchasing (pricing, availability, etc.), software licenses. Other duties include travel, student payroll, mail distribution, express mail, telephone messages, faxes, copier problems, multimedia equipment scheduling, and office supply inventory.

JOAN PAYNE – Assistant to the Chair 578-2517/jbpayne@geol.lsu.edu. Business manager: Accounting, purchasing, financial reporting, budget Building coordinator: safety, maintenance, security, space assignments, keys. Other duties: property inventory, copy codes, lock codes, textbooks, AV equipment. Assists with room reservations, proposal routing.

Unfilled – Administrative Specialist 578-2946/roselyn@geol.lsu.edu. Graduate student admissions, graduate and undergraduate records, field camp, graduate payroll, student scholarships and awards, assessment of student progress.

ANN POLITO – Academic and Building Coordinator 578-3354/apolito@geol.lsu.edu. Personnel forms, payroll, leave tracking, summer budget, class scheduling, room reservations, textbook orders, grade sheets, sabbatical requests, promotion and tenure, appointments with chair, and proposal routing. Supervises front office.

Erica Picou – Alumni Coordinator 578-3426/erica@geol.lsu.edu. Recruiting, corporate relations, alumni and conference coordination.

Technical Personnel

Scientific Research Technologist - **Wanda LeBlanc** (8-5306 Rm E148),. Geochemistry Laboratories. Use of the XRD and geochemistry laboratories.

Computer Analyst – **James Wang** (8-8804 Rm E232)
Subsurface Laboratory computer systems manager.

Research Associate - **Rick Young** (8-2243 Rm E118) Rock Preparation
Crushers; polishing; saws; storage of samples; thin sections.

The following work for Geology and Geophysics faculty only (i.e. see your Advisor). You must have an account number to charge this work to.

Drafting - **Clifford Duplechin, Mary Lee Eggart, James Kennedy** (8-6248 Rm 430)
Drafting; reproductions.

Research Associate Photography - **Kerry Lyle** (8-3425 Rm 337)
Photography.

Photographic services (cash or account) are also available in room 52 of Himes Hall.

APPENDIX IV FACULTY COMMITTEES 2003-2004

Listed below are faculty committees in the department and their membership for 2002-2003.

Executive Committee

G. Byerly
L. Chan
L. Anderson – Chair
J. Nunn

Field Camp Committee

G. Byerly
H. Bao
B. Dutrow
R. Ferrell
M. Horn

Honors & Awards Committee

A. Baksi
A. Bouma - Chair
D. Henry
J. Nunn

Undergraduate Recruiting Committee

W. Blanford - Chair
M. Horn
J. Lorenzo

Computing/Website Committee

B. Dutrow – Chair
D. Henry
J. Nunn

Undergraduate Curriculum Committee

M. Blum
B. Ellwood
D. Henry – Undergraduate Advisor & Chair
M. Horn

Graduate Curriculum Committee

L. Chan
B. Darby
J. Hanor

Graduate Admissions Committee

P. Bart
H. Bao
J. Nunn – Graduate Advisor & Chair
J. Tomkin

Faculty Awards Committee

G. Byerly - Chair
J. Wrenn
J. Lorenzo

APPENDIX V COMPUTER/ANALYTICAL/REFERENCE COLLECTIONS

Department Computer and Analytical Facilities and Reference Collections

Computers:

1) Department Computers: Generally available computer equipment and contact persons are listed below:

A. Howe-Russell E336 (24-hour access: See Joan Payne for lock combination).

LEQSF-sponsored Geology Student Computer Laboratory

1. PowerMac 8500 (mohagany.geol.lsu.edu)
2. IMac G3 (map.geol.lsu.edu)
3. IMac G3 (compass.geol.lsu.edu)
4. Three IBM PC 300GL
5. Three Gateway 2000 Series
6. HP Laserjet 4100N
7. HP Scanjet 4400C
8. Gateway P150 (sigsbee.geol.lsu.edu)

Associated (legal) Software

Microsoft Office (Word, Excel, Powerpoint)
Adobe Illustrator
Adobe Photoshop
Adobe Persuasion
RockWare, Rockworks, and MacGeoPak

Contact: James Wang (jwang@geol.lsu.edu) or Jeff Nunn (jeff@geol.lsu.edu)

B. Howe-Russell E235 (main office; office hours only).

1. HP Laserjet 4100N
2. Xerox Phaser 1235

Contact: Cathy Duncan or James Wang (jwang@geol.lsu.edu)

C. Howe-Russell E217 (Landmark Graphics, Texaco, Unocal, Amoco, Burlington Resources, British Petroleum, Exxon, BHP and Geology Alumni sponsored Subsurface Laboratory). This laboratory will be used primarily for classes and student training in subsurface geology.

1. Four Sun UltraSparc 1 Workstations - 256 Mbytes RAM, 11 Gbytes Storage, Two 20" Monitors
2. One Sun SparcClassic Workstation
3. One Sun Sparc20 Workstation

Landmark Software - Stratworks, Seisworks, Z-Map, ProMax

Contact Jeff Nunn (jeff@geol.lsu.edu)

D. Howe-Russell E233 (Conference room; LEQSF-and Hughes Foundation-sponsored Multimedia laboratory). This lab will be used primarily for class preparation by faculty, TAs, and work-study students.

1. PowerMac 9500 (pampano.geol.lsu.edu)
2. Slide Scanner
3. Film Printer
4. Color Inkjet Printer
5. HP Designjet 650C Plotter

Associated (legal) Software:

Microsoft Office
Adobe Illustrator
Adobe Photoshop
Adobe Persuasion

Contact: Yoo-hwan Hwang (hwang@geol.lsu.edu)

E. Howe-Russell E207 (Multimedia Class room; Student Technology Fee)

1. Dell Precision 420
2. Samsung Video Presenter SVP-6000
3. Sharp projector XG E3500U
4. Sony VCR SLV-400
5. Extron IO controller SCP 100P

Contact: Yoo-hwan Hwang (hwang@geology.lsu.edu)

F. Howe-Russell E213 (Multimedia Class room; Student Technology Fee)

1. Dell Optiplex GX400
2. Samsung Video Presenter SVP-6000
3. Sharp LCD projector XG P100XU
4. Sony VCR SLV-400
5. Extron IO controller SCP 100P

Contact: Yoo-hwan Hwang (hwang@geology.lsu.edu)

G Howe-Russell E232 (Department Systems Room)

1. Dell Precision 340 (E-mail and Web server)
2. Dell Precision 820
3. Dell Precision 340
4. IBM Netvista
5. PowerMac 7100/100

Contact: Yoo-hwan Hwang(hwang@geol.lsu.edu).

H. Howe-Russell E232 (NSF/BOR sponsored research laboratory)

1. Sun Blade 2000 with 8Gb Ram, two 24" monitors
2. Xerox Phaser 860 Color Laser Printer
3. SGI PowerChallenge Server (earth.geol.lsu.edu)
4. SGI Indy (biotite.geol.lsu.edu)
5. SGI Indy (gypsum.geol.lsu.edu)

Contact: Jeff Nunn (jeff@geol.lsu.edu) or Barb Dutrow (dutrow@geol.lsu.edu)

This laboratory is for research only. Graduate students wishing to use this facility must submit a short proposal for review by the governing committee (Nunn and Dutrow).

2. University Computing facilities

Unix

The UNIX based cluster for high performance computing is comprised of 13 IBM RS/6000 machines clustered via both Ethernet and Token Ring. UNIX1 is the designated interactive machine within the cluster, all others are for batch processing. Users can only login to UNIX1 (unix1.sncc.lsu.edu). Other machines are used as designated batch processing machines. Batch processing is done using DQS which allows for load balancing among the machines. A variety of software for programming, statistical analysis, finite element analysis etc. is available for LSU research community through the UNIX cluster. Eventually the UNIX cluster will be migrated to the caSPer environment.

b. CaSPer

The CaSPer stands for the Callaway Advanced Scalable Parallel Environment for Research, which is currently a 50 node IBM SP and RS/6000 cluster. IBM SP systems are used to solve very large and very complex problems in chemistry, physics, engineering and economics, in universities and research institutes around the globe. OCS-HPC's CaSPer implementation provides a state of the art computing service for LSU researchers. Funding for CaSPer is provided by the Louisiana Technology Innovation Fund.

c. Beowulf Cluster

LSU has purchased a "Beowulf" system, which consists of 512 desktop computers linked in a parallel PC cluster that will work as a single supercomputer. Preliminary benchmarks indicate the computer will run about 1,000 times faster than the fastest top-of-the-line desktop computer, 2.1 TeraFlops, or 2.1 trillion floating-point operations per second. This would rank it among the six or seven fastest computers in the world, and second among academic institutions worldwide. This new beowulf system was installed in summer 2002.

For more information on University Computing Facilities, visit <http://appl006.lsu.edu/ocsweb/ocshome.nsf/index>.

DEPARTMENT LABORATORIES

Marine Seismic Laboratory

Hardware: 3 Macs, 1 Sun Sparc-10, Novajet II 36" color seismic plotter, Exabyte tape drive, 8 GB hard disk, HP 1600 CM printer, Calcomp 48" x 72" digitizer.

Software: Suite of Geological Software for PC and Macintosh from Rockware, a premier source for commercial geological software. Software includes such tools as Stereonet, well-logger, Rose-diagram, Petro-suite, etc.

Contact: Juan Lorenzo

Geochemistry Laboratory

- 1) Atomic absorption spectrophotometer (Perkin Elmer 3300 with HGA 600 Graphite Furnace)
- 2) Inductively coupled plasma spectrophotometer (Perkin Elmer 6500)
- 3) UV/IR Spectrophotometer (Unicam)
- 4) Ion Chromatography System (Dionex DX500)

Contacts: Dr. Jeffrey Hanor and Dr. Lui-Heung Chan

Paleomagnetism Laboratory

Super-conducting magnetometer, cryogenic magnetometer, spinner magnetometer, ultra-high sensitivity magnetic susceptibility bridge, multiple frequency magnetic susceptibility bridge, anisotropy of magnetic susceptibility, Curie-type balance, AF and thermal demagnetizers

Contact: Dr. Brooks Ellwood

Palynological Laboratory

Contact: Dr. John Wrenn

SEM and Microprobe Laboratory

- 1) JEOL 840 Scanning Electron Microscope w/ EDS x-ray probe
- 2) JEOL JXA-733 automated electron microprobe w/WDS & EDS analyzers, cathodoluminescence detector and digital image analysis system

Contact: Dr. Gary Byerly

Solid Source Mass Spectrometer Laboratory

- 1) Finnigan MAT 262 thermal ionization mass spectrometer
- 2) Isotope preparation lab (Class 100 and Class 1000)

Contact: Dr. Lui-Heung Chan

Stable Isotope Laboratory

- 1) A Finnigan MAT 253 gas-source stable isotope ratio mass spectrometry system capable of measuring ratios of ^{18}O , ^{17}O , ^{16}O , ratios of ^{36}S , ^{34}S , ^{33}S , and ^{32}S , $^{13}\text{C}/^{12}\text{C}$, $^{15}\text{N}/^{14}\text{N}$, and many other stable isotopic ratios.
- 2) A 25W CO_2 laser (MIR 10) fluorination system, capable of generating O_2 from various oxygen-bearing solid phases such as silicates, oxides, and sulfates, or generating SF_6 from sulfide minerals or powders.
- 3) A gas chromatograph and two vacuum extraction lines for separating and purifying various gases.
- 4) A complete set-up for general wet chemistry.

Contact: Dr. Huiming Bao

Subsurface Laboratory

For information, see computer facilities (above).

Contact Dr. Jeff Nunn

Thin section and polished section rock laboratory

Contact: Rick Young

X-Ray Diffraction Laboratory

X-ray powder diffractometers (Siemens and Philips)

Contact: Dr. Ray Ferrell

Geophysical Equipment (E122)

Bistatic Ground Penetrating Radar System

100 MHz antennas

200 MHz antennas

Lacoste-Romberg gravity meter,

A/D converter and software for earth-tide measurements,

worden gravity meter,

electrical resistivity kit,

proton precession total field magnetometer,

24-channel seismograph,

two 24-takeout seismic cables, roll-along switch box,

fifty 40Hz Mark geophones for high-resolution 2-D seismic profiling,

field PC-based quality control reflection seismic processing software,

downhole seisgun firing rod from Betsy Inc,

power hammer 0.22 caliber seismic source,

power-head 2" auger,

auger-head hydraulic attachment for extensive drilling surveys using heavy machinery.

Contact: Drs. Juan Lorenzo or Jeff Nunn

GEOLOGIC AND PALEONTOLOGIC UNIVERSITY COLLECTIONS

- 1) Vertebrate Paleontology Collection, Museum of Natural Science, Rm 443, Old Geology.

Contact: Dr. Judith A. Schiebout

- 2) Invertebrate Paleontology Collection, Museum of Natural Science, Rm 443, Old Geology.

Contact: Dr. Laurie Anderson and Lorene Smith

- 3) Howe Microfossil Collection, Museum of Natural Science, Rm 363, Old Geology

Contact: Dr. Barun Sen Gupta and Lorene Smith

- 4) Cenex Modern Pollen Reference Collection, Museum of Natural History of Louisiana, Rm 144, Old Geology

Contact: Dr. John Wrenn

- 5) Mineralogy Collection, Museum of Natural Science, Rm E202, 208 and display cabinets in Howe-Russell

Contact: Dr. Barb Dutrow

- 6) Petrology Collection, Museum of Natural Science, Rm E206, Howe-Russell

Contact: Dr. Darrell Henry

APPENDIX VI DEADLINES**Schedule of Form Submittal and Procedures**

TIME	CANDIDATES	PROCEDURE
1 st Semester	Ph.D. & M.S. Ph.D.	-Advisor must be chosen. -Assessment Exam Part I must be completed.
2 nd Semester	Ph.D & M.S. Ph.D.	-Thesis or dissertation committee must be chosen. -Thesis or dissertation proposal must be on file -Submit Program of Study
3 rd Semester	Ph.D.	-Assessment Exam Part II must be completed.
Every Fall and Spring semester	TA's & SA's Ph.D	-Completion of duties. -Advisory Committee semester report must be turned in.

Every year by February 15 th	Ph.D. & M.S.	-Graduate Student Annual Report must be turned in.
--	--------------	---

Graduate School Deadlines

On the following pages are graduate school deadlines for Spring and Fall semesters of 2002-2003. These schedules are provided to give you an approximate idea of when in a given semester each deadline occurs. Deadlines for the current semester are published in the Schedule of Classes.

Appendix VII PURPOSE AND EXAMPLES OF FORMS

This section contains information regarding forms which students have to submit during their graduate program. Each form is described and the due date noted. An **example** of each is also attached. Original forms are available from the Academic Coordinator or from other office staff.

Form #1 - Graduate Student Annual Report

It is a report on scholarly activities during the previous calendar year (e.g. course-work, presentations at meetings, publications, and grant proposals and any other pertinent information). All students must submit a graduate student report by February 15th each year.

Form #2 - Advisory Committee Semester Report

This form is used to assure that students are keeping all their committee members informed of their progress. All students actively working toward a graduate degree should file this report in the Academic Coordinator's office by the end of every Fall and Spring semester, except for the first semester in residence. This form must be signed by the student's Major Advisor.

Form #3 - Thesis Committee

This form is used to list the members of the thesis committee and the thesis topic. This form must be filed in the Academic Coordinator's office by the end of the first semester with the Advisor's signature and by the end of the second semester, with the signature of each committee member. It should be updated whenever there is a change in committee membership or thesis topic.

Form #4 - M.S. Student Checklist for Completion of Course work

This form is used by the Department to ensure that the student has met all Department and Graduate School requirements in her/his course work. This form must be submitted as an attachment to the annual report.

Form #5 - Request for Master's Examination

This form is used to receive approval from the Graduate School for taking the Master's Final Examination (Defense). This form must be submitted by the student to the Graduate School for approval at least three weeks prior to the date of examination, which must be before the current semester deadline if the student is a degree candidate.

Form #6 - Application for Admission to Candidacy for a Master's Degree

This form is used to seek approval from the Graduate School for graduation during a particular semester. It includes a listing of the course-work the student will use to fulfill her/his degree requirements for the Master's Degree. It must be submitted to the Graduate School by the current semester deadline. If the student for some reason fails to meet other degree requirements and therefore is unable to graduate, a "Request to Update Application for Degree" form (#12) must be submitted.

Form #7 - Dissertation Committee

This form is used to list the members of the dissertation committee and the dissertation topic. This form must be filed in the Academic Coordinator's office by the end of the first semester in residence with the Advisor's signatures and by the end of the second semester in residence with the signature of each committee member. It should be updated whenever there is a change in committee membership or dissertation topic.

Form #8 - Program of Study for the Doctoral Degree

This form is used to outline the proposed course-work and name the dissertation committee members for approval by the Graduate School. This form should be submitted by the student to the Graduate School by the end of second semester in the program and by the current semester deadline. Any changes in either course-work or dissertation committee must be approved by the Graduate School using form (#9). **Caution--'proposed' to the Graduate School means you *will* take these classes, so do not include any courses you *may not* take.**

Form #9 - Request for Change in Program of Study for Doctoral Degree

This form is to be used to seek approval from the Graduate School for any changes in the Program of Study (#8) due to changes in dissertation committee or in the intended course work. This form must be submitted by the student to the Graduate School.

Form #10 - Request for Doctoral General or Final Examination

This form is to be used to receive approval from the Graduate School to schedule either the General Examination or the Final Examination (Defense). This form must be submitted by the student to the Graduate School for approval at least three weeks prior to date of examination, which must be before the current semester deadline, if the student is a degree candidate.

Form #11 - Request for Degree

See Graduate School for graduation packet.

Form #12 - Request to Update Application for Degree

See Graduate School for graduation packet.

Form #13 - TA Checkout Form

This form is used to ensure that TA's have completed all their duties for a given semester. It must be signed by the professor/lab coordinator indicating that the student has completed her/his responsibilities for the course(s); the University Admin Specialist indicating that grades have been turned in; the Academic Coordinator indicating that the student has registered for the following semester; the Assistant to the Chair indicating that laboratory manuals, Department owned textbooks and laboratory/classroom keys have been returned. This form is available from, and must be submitted to the Academic Coordinator before grades and final paycheck can be received.

Form #14 - Graduate School Request for Travel Assistance

This form is used to request financial aid from the Graduate School for travel to conferences and for research. \$150 or more/year is available. The form should be submitted as early as possible each semester. This form is available from the Academic Coordinator. You must get the signature of the Department Chair and then submit it to the Graduate School (114 D. Boyd).

No Form--just memo - Request for Department Travel Assistance

See page 35 of Financial Assistance Section.

Form #15 - Request for Authorization to Travel (AS292)

This form is used to seek approval for all out-of-state travel and travel to conferences or conventions from the Department Chair and the Office of the Chancellor. This form must be completed as early as possible before travel, usually 30 days before the intended travel date. This form is available from, and should be submitted by the student to the Receptionist.

Form #16 - Request for Travel Advance (AS86)

Some students may be eligible to receive funding prior to travel to help offset travel expenses. This form should be completed as early as possible before the trip, usually 30 days before the intended travel date. It is available from, and should be submitted by the student to the Receptionist.

Form #17 - Travel Expense Voucher (AS300)

When reimbursement is needed, this form must be completed and submitted with all receipts for gas, vehicle rental, motel costs, etc. Meal receipts are not required unless they exceed the *per diem* rate. This must be completed as early as possible upon returning from the trip, and **no later than 30 days**. This form is available from, and should be submitted by the student to the Receptionist.

Form #18 - Travel Accident Insurance (LSUTT1, LSUTT2, LSUTT3, LSUAA1)

University medical insurance on most University or Department trips including field research and whether or not related to class work, should be bought, even if the student uses her/his own vehicle. Students are strongly recommended to obtain this insurance for all trips. This should be submitted at least 3 days before traveling. The form is available from, and should be submitted, with payment, to the Asst. to the Chair.

Form #19 - Vehicle Authorization Form, Driver Record

This form is used to allow the University to ensure that the student's driving record is acceptable to their insurance company. It should be completed shortly after arriving on campus, and before the first time a student needs to use a vehicle. This form is available from, and must be submitted to, the Assistant to the Chair before usage of a Department vehicle.