



THE OHIO STATE UNIVERSITY

THE OHIO STATE UNIVERSITY

# SCHOOL OF COMMUNICATION

## ADMINISTRATIVE OFFICE POLICY HANDBOOK

Academic Year 2020-2021

updated 6/30/2020

*\*Please note that due to the effects of the COVID-19 pandemic for the 2020-21 academic year, many business and operating procedures have been adjusted while adaptations remain ongoing. Please reach out to the appropriate staff member for clarification, specifically when addressing office/meeting/research space, public office hours, copying, expenditure approvals, travel, and remote working, and others.*



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## Introduction

This handbook has been prepared for faculty, staff and students of the School of Communication. It is not intended to be a complete list of all University and/or School policies.

The first section of this document includes General Information applicable to all employees. The remainder of the document is divided into four sections: Faculty, Staff, Graduate Students, and Lecturers.

**Please note: This handbook can also be found on the School of Communication website at**

**<https://comm.osu.edu/about-us/internal-resources>**

# GENERAL INFORMATION

## **STAFF ROLES:**

Title	Name	Phone	E-Mail	Office
Administrative Mgr	Yutzy, Melanie	614-292-6292	<a href="mailto:yutzy.1">yutzy.1</a>	3016 E DB
Ast to Director	Smith, Aaron	614-688-2641	<a href="mailto:smith.1543">smith.1543</a>	3016 C DB
Fiscal/Compliance	Janney, Michelle	614-247-2069	janney.4	3016 DB
Front Desk	Front Desk Students	614-292-3400	schofcomm@osu.edu	3016 DB
HR Mngr/ Strat Analyst	Hampton, Alan	614-292-6121	hampton.12	3016 D DB
IT/Systems Mgr ASC Tech	Smith, Jay	614-292-7253	smith.3863	3177 DB
IT/Systems Specialist ASC Tech	Schmittgen, Ross	614-292-7253	schmittgen.10	3177 DB
Student Services Mngr (UG&Grad)	Butte, Kylie	614-292-6503	butte.1	3036 DB
UG Advisor	Ralph, Matthew	614-247-2421	ralph.34	3033 A DB
UG Advisor	Scott, Jennifer	614-247-7379	scott.1512	3033 E DB
UG Advisor Lead/ Crdntr Recruitment & Enrollment	Jerele, Lisa	614-292-8195	jerele.2	3033 D DB
UG Advisor/Intrnshps	DeGirolamo, Anne	614-688-2177	degirolamo.10	3033 C DB
UG Office Coordinator	Johnson, Dorian	614-688-4092	johnson.7185	3033 F DB

## **MAIN OFFICE HOURS:**

The main office of the School of Communication is open in conjunction with University standard hours. During the nine (9) month academic year, the office will typically be open Monday through Friday from 8:00 a.m. to 5:00 p.m. During summer term, the office will typically be open from 7:30 a.m. to 4:30 p.m.

## **KEYS AND KEYCARDS:**

Each individual in the School of Communication will be given keys and card swipe access in accordance with the needs of his or her position. In order to obtain keys or card swipe access, individuals will need to coordinate with Undergraduate Office Coordinator in 3033 Derby Hall. The Undergraduate Office Coordinator will prepare the necessary paperwork and the individual must sign the key request form prior to taking receipt of any keys. The university ID card, BuckID, can be used to gain access to many School rooms and research spaces. Any lost or stolen keys/keycards must be reported to the Administrative Manager and the Undergraduate Office Coordinator immediately. Prior to departure from the university, all assigned keys must

be returned. The Assistant to the Director and ASC Tech IT Manager coordinate key card access for classroom and research space with BuckID swipe access.

### **COPYING:**

Copy requests should be submitted to the main office front desk with a completed copy request form attached to the original document or through the web based submission process at least 24 hours in advance. Large class copy requests (over 100 students) should be submitted at least 48 hours in advance. Completed copy requests will be placed on the shelf behind the front desk in DB 3016. Electronic copy requests may be submitted through the school's website:

<https://comm.osu.edu/about-us/internal-resources>

Select link for: Copy Request

### **PRE-APPROVAL PROCESS:**

All employees MUST have School pre-approval prior to making any expenditures or promises thereof. This includes but is not limited to general purchases, hiring student employees, disbursing human subject payments and seeking to retain companies for services. The following process should be followed any time an individual wishes to use University or Sponsored Project funds to make an expenditure of any kind. Please note that pre-approved requests are valid for 90 days after the initial approval. Since other approvals are required beyond the School, preapproval indicates only that the School has approved and will submit the request for further university approvals.

<https://comm.osu.edu/about-us/internal-resources/purchase-preapproval>

<https://comm.osu.edu/human-subject-payments-cash-advance-preapproval>

Pre-Approval Process:

1. Faculty, staff and students must seek pre-approval prior to making any expenditures or promises thereof.
2. Individuals should seek pre-approval well in advance in order to allow time for the request to complete the pre-approval process
3. The link for preapproval submission is located on the School's website <https://comm.osu.edu/about-us/internal-resources/purchase-preapproval> (comm.osu.edu, About Us, Internal Resources, Purchase Preapproval) and the link for human subject payments preapproval is located on the School's website at <https://comm.osu.edu/human-subject-payments-cash-advance-preapproval> (comm.osu.edu, About Us, Internal Resources, Human Subject Payments Preapproval)
4. Requests should include the following information
  - a. Date needed
    - i. If the items/goods are something that requires the use of a Purchase Order, you should allow additional processing time
    - ii. If it is a personnel request, please be aware that the School is subject to deadlines related to the HR system and additional time may be needed to

- process the request. HR requests must be approved by the School and entered for college approval at least 10 days before the effective date.
- iii. If it is a request for human subject payments, you must have IRB approval for the study before submitting the request.
- b. Funding source
    - i. Examples of funding sources include but are not limited to: general funds, Start-up funds, School research funds, Miller funds, grant funds, etc.
  - c. Total amount
    - i. In all cases, the actual cost of the item(s) is required (a quote is preferred)
    - ii. If it is not possible to obtain the actual cost, individuals should make sure the estimate will fully cover the possible cost of the item(s) to be purchased.
    - iii. The amount listed is the maximum amount individuals will be reimbursed or able to expend
  - d. Vendor or name of person to be paid
  - e. Business purpose describing why the item is needed and how it will be used
  - f. Details- detailed description of goods/items/services to be purchased including any specifications (i.e. period of payment for personnel)
5. If sufficient information is not provided, the Fiscal Compliance Officer will request additional information as needed. If sufficient information is not provided in a timely manner, the request may be delayed or denied.
  6. No expenditure or promise thereof should be made before the requestor has received an email notification of approval from the “Pre-approval” email administrator
  7. Failure to comply with this process may result in individuals not being reimbursed for expenditures made on behalf of the University.

### **BOOK ORDERS & DESK COPIES**

Textbook and desk copy orders are the responsibility of each instructor and may be done online at: <https://www.facultyenlight.com/>

If you are using “course packs,” or simply not using a textbook, you must still log into the system and note “no books needed” so that records are complete.

The Assistant to the Director will act as textbook coordinator so questions can be directed to them: 614-292-0451.

#### Textbook Order Approximate Due Dates

Spring Semester	due by mid-Oct
Summer Semester	due by mid-Feb
Autumn Semester	due by mid-Mar



### **CLASSROOM ASSIGNMENTS:**

If there is a problem with an assigned classroom that requires moving to a different room, please contact the Assistant to the Director. Under no circumstance should class be moved to another classroom without the approval of the Director's Office.

### **MAKE-UP EXAMS:**

Every effort should be made to hold make-up exams during normal class time. If this is not possible, you may reserve a room AT LEAST 48 HOURS IN ADVANCE by contacting the Assistant to the Director.

You are encouraged to schedule make-up exams on Monday's between 8 am and 3 pm. Should a School-assigned room be reserved, the last make-up exam should begin no later than 3:00 pm. Every effort will be made to locate a School-owned room for your use, but on occasion, a university classroom may be assigned.

Office staff are not available to proctor make-up exams; faculty will need to make necessary arrangements to ensure the exam is monitored.

### **GRADES & ROSTERS:**

Faculty must use the SIS Faculty Center to obtain class rosters and submit grades. For complete details please see the Faculty & Staff page of Buckeye Link:  
<https://buckeyelink.osu.edu/collection/all/faculty-staff-tc>

It is expected that instructors will be on campus and available to staff and students up to and including the day grades are due to the Registrar.

### Grade Changes

Grade Changes are submitted on-line through the SIS faculty center. **All submissions for grade assignments, changes, or extensions must be submitted through the Online Grade Assignment or Change Form workflow process.**

Access to the online form (and [instructions](#)) will be through the University Registrar's website: [registrar.osu.edu](http://registrar.osu.edu).

### Grade Grievances

Students who have a complaint regarding a grade must follow a specific procedure. For complete OSU Grievance Procedures, please see Faculty Rule 3335-8-23. Please see Appendix A of this document for more information.

### Student NOT LISTED on roster

If a student is attending a course but is not listed on any roster for that course, the instructor should request that the student immediately add the course to his or her schedule or cease attending the course unless the student can provide evidence the course was added since the roster was printed.

There are rare circumstances in which a student legitimately attends a course and successfully completes the course with a grade, but is not listed on the roster. In these cases, when the grade is submitted, it should be accompanied by a Change Ticket from the student's enrollment unit (college office) requesting that the student be added to the course. If the Registrar's Office receives a grade without a Change Ticket, they will simply file it for 3 terms and then destroy it unless the student takes action to have him/her added to the course.

### Student listed on roster as NOT PAID

If a student is attending a course and appears on the class roster as not paid for University fees, the instructor should request to see documentation of the student's payment. **STUDENTS WHO DO NOT PAY FEES SHOULD NOT BE PERMITTED TO ATTEND CLASS.**

### Student listed on roster but NOT ATTENDING

If students are listed on the roster but are not attending any section of the course, the faculty member should file an Absence Report Form with the student's college office. Disenrollment may be requested by the faculty member for any student not attending by the third day of the term or the second class meeting, whichever is later, if the student has not notified the instructor. No student may be un-enrolled from a course until after the first class meeting following the student's registration.

All instructors are required to complete a "participation roster" during the first week of classes. The roster allows you to either answer "yes" the student has attended or participated in some way, or "no" the student has not attended and has not participated. *Note: the default is set to "yes" so you only need to complete the roster if a student has not participated or attended.*

More information about participation rosters can be found here:  
<https://registrar.osu.edu/participationroster/index.html>

### **PAPERS AND ASSIGNMENTS:**

Undergraduate students should submit papers and assignments during class time.

When this is not possible, teachers need to be available during office hours or make other arrangements for students to submit their papers and assignments directly to the teacher.

Students may not leave papers and assignments in mailboxes or turn them into the main office. Office staff are also not able to day/time stamp materials.

### **STUDENT EVALUATION OF INSTRUCTORS (SEIs):**

In accordance to *Faculty Rule 3335-3-35*, all teachers are advised to read the School's Pattern of Administration, *Section VIII Policy on Faculty Duties and Responsibilities, part B2 (Review of Teaching)* for specific instructions regarding student evaluation of teachers.

All faculty in the School will be expected to have their students use the electronic SEI teaching evaluation form for each course they teach during the year.

### **CONFERENCE ROOM RESERVATIONS:**

All conference rooms are scheduled by the Assistant to the Director. Students may only reserve a conference room with a faculty member's sponsorship. School meetings (Director's, P&T, etc.) take precedence over any individual room meeting reservations. Please submit conference room requests at least a week in advance. Conference room reservations can only be made after course scheduling is complete and rooms have been assigned for classes. Priority is given as follows: 1) Classes 2) School Administrative Meetings 3) Thesis/Dissertation Committee Meetings 4) Faculty Research Group Meetings 5) Student Research Group Meetings with Faculty sponsorship

### **RESEARCH SPACE RESERVATIONS:**

#### Regular, Short-term Research Space Requests (Research Space Agreement)

In order to address the high demand for research space, the School has dedicated multi-use research rooms which must be reserved by faculty and grad students prior to use. These School-controlled rooms are: JR 216, JR 217, JR 224, JR 233, JR 281, JR 340, JR 342, JR 360, JR 381, DB 3025 and DB 3176. We can also arrange to reserve university-controlled rooms (theater style, computer labs, conference rooms and regular classroom-style rooms).

Please submit your completed Research Space Agreement to the Assistant to the Director in

3016 Derby Hall as early as possible. Turn-around time for confirmation ranges from 1-week to 6-weeks, depending on the complexity of room requests, the purchase/installation of software, staff requirements, etc.

In most cases, room access is limited to School of Communication faculty and graduate students (but see below). The supervising faculty member must affirm that any graduate student using research space is collecting data for their thesis or dissertation or for a faculty project. The faculty member must also provide supervision of the graduate student's use of the research lab and abide by current School policies. Undergraduates may assist with research conducted in these spaces, but a faculty member or an affiliated graduate student must be present to supervise all work conducted in the research space. Failure to provide adequate supervision may result in forfeiture of the faculty member's ability to use the facilities. The faculty member is also responsible to replace any missing, lost, or damaged equipment.

Note also that research can be pre-empted by the Director of the School of Communication (e.g., to provide a place for staff to work if Derby is unusable for any reason).

#### Research Space Requests for researchers affiliated with other SBS units

One research space, JR 233, is available to researchers who are not affiliated with the School of Communication. In addition to the standard research space policies, the following rules apply.

*Eligibility.* The individual must be affiliated with another unit in SBS, and must have a School of Communication faculty sponsor. SBS graduate students who are working on a project for which an eligible faculty member is PI may also use the space.

*Sponsorship requirements.* Any tenure-track or tenured member of the School of Communication faculty can sponsor an eligible researcher. The sponsor is responsible for training researchers who will use the space, ensuring that they understand the expectations about data integrity, space cleanliness, problem reporting procedures, etc. If a problem arises stemming from research conducted by researchers outside of the School, for example, if the research space is left in unacceptable condition, the School sponsor will share responsibility with the sponsored researcher for resolving it.

*Reservations.* Eligible faculty or their graduate student assistants may make space reservations using the standard reservation process. There are three restrictions on reservations unique to requests by individuals not affiliated with the School of Communication. **First**, taken as a whole, such reservations are limited to a maximum of 10 hours per week. **Second**, these reservations can be made no more than one month in advance. **Third**, if space requests are simultaneously submitted by researchers affiliated with the School of Communication and not, School affiliates get priority.

#### Ensuring condition of shared research spaces: (See Appendix F)

As research rooms are a shared resource, it is very important that everyone who uses them helps keep them clean and serviceable. Appropriate preparation for using the spaces is the first

step. PIs (Principle Investigators) using shared lab spaces are required to include room condition instructions in their study scripts. For example “Set up: check condition of room and notify lead researcher if in disorder. Break down: make sure all areas are clean and equipment/supplies have been returned to the correct place.” PIs are also required to include the importance of room maintenance and cleanliness in their RA training. Leaving lab facilities in good shape should be a part of the evaluation of RA performance (i.e., if they are doing this for a grade, they could be penalized.) RAs can be held liable for lab condition if they fail to notify their supervisor when they observe a problem.

In addition to preparations prior to using the space, there are also rules for addressing room condition problems if and when they arise. If an undergraduate RA encounters a lab in disorder, the individual should immediately notify his or her supervisor, and should clean the room enough to run the study. The supervisor is responsible for everything else. As soon as a grad student or faculty member learns of a lab space in poor condition, either firsthand or from an undergrad RA, s/he should: (a) Contact the Assistant to the Director to see who had the prior reservation; (b) Notify both the person holding the reservation and the corresponding PI; and (c) If the problem is egregious, for example, if it requires significant time to remedy and/or it recurs regularly, the problem should be documented by submitting an electronic report (available at <http://goo.gl/QwCqGM> or via the School’s website) providing the name of the person who observed the problem, the name of the person with the prior reservation, the name of the PI associated with that reservation, the date, time, and state of room.

Penalties for submitted problem reports are incremental. On the **first reported offense**, the PI receives a warning and is responsible for cleaning the room at the first opportunity (without interfering with other studies). On the **second reported offense**, the PI loses access to the room for a week, and should use this time to implement corrective actions (e.g., retraining RAs or finding replacements, adjusting plans or schedules to enable more direct oversight). On the **third reported offense**, the PI loses the current reservation. If the reservation is complete, the PI loses his or her next reservation.

#### Unsecured Confidential Study Materials Left in Shared Research Spaces

Shared research labs, including shared storage housed in them, are not a secure location for storing research materials. Leaving confidential material in a research lab puts those materials at risk of exposure to unauthorized individuals. If a breach of confidentiality occurs, the incident must be reported to the Research Committee, which may refer the issue to the IRB. The unsecured materials will be held in the main office until the Research Committee has approved their transfer or destruction. More information about this data privacy policy is provided in the Research Handbook, which is available on the Comm Research site on Carmen.

#### Assignment of Individual Research Space (externally funded projects)

When possible and when justified, externally funded projects (**those that have built-in significant direct project expenses for space or those that have significant full indirects that are returned to the School**) will be provided with temporary assignment of research space. When additional space is available and if justified, newly hired faculty or those with short term

research needs may be temporarily assigned research space to help start their research programs. However, assignment of space is based on availability as well as the needs of the School and the College of Social and Behavioral Sciences and is never permanent. Faculty should not assume that space allocation is an entitlement.

For a complete listing of the space and technology available, please see Appendix B of this document.

### **EQUIPMENT CHECKOUT:**

ASC Tech staff (ascstech@osu.edu) manage the individual equipment sign-out process.

School equipment, as noted in Appendix C of this document, can be checked out for **university business only and may not leave campus without prior electronic approval from the School**. These items are available for checkout on a first-come/first-served basis and must be reserved at least 24 hours in advance. Equipment must be signed-out Monday through Friday, 8:00 am to 4:30 pm. Typically equipment for classroom-use is checked out for one day only and must be returned promptly within 24 hours of sign-out. Failure to comply may result in further requests being denied. Depending on demand, equipment may be checked out for up to one week. Requests for equipment for longer periods of time will be based on availability and other needs. Requests should be submitted to the tech office with advisor approval attached.

**If needed, the School's ASC Tech support staff will assist in instruction on how to use equipment. Please see Appendix C of this document for equipment available.**

# FACULTY:

## **ABSENCE FROM DUTY:**

Faculty are expected to be available to meet obligations to students and other constituencies and to conduct regular business, to be present for classes and office hours, and to attend School meetings while on duty. **Faculty are on duty, even if they are not teaching classes** unless they are on an approved leave (such as an FPL). For absences due to illness or university business travel, faculty must seek approval for the absence by completing an eLeave request (<https://eleave.osu.edu>), eTravel request (<https://comm.osu.edu/etravel-instructions>) or Business Leave request (<https://busleave.osu.edu>).

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### **Sick Leave**

- In case of illness of the faculty member or an immediate family member, an e-leave request should be submitted prior to scheduled sick leave or immediately upon return from unplanned sick leave.
- If approved, the leave will be deducted from any sick leave balance. The leave must be designated as unpaid leave if insufficient sick leave is available.

### **Business Leave**

- If travel is funded in whole or in part through the university (School, other department or grant funds), an eTravel request (see <https://comm.osu.edu/etravel-instructions>) must be submitted and approved prior to the trip.
- If the business travel is not funded through the university, a business leave request (<https://busleave.osu.edu>) must be submitted.
- The request must state how classes and other duties will be covered during the absence.

### **Unpaid Leave**

- Unpaid leave for absences other than illness should be a rare occurrence. Faculty rule 3335-5-08 states that “Absence of any member of the teaching staff from ordinary service in the university, for any cause other than sickness, must be with the knowledge and approval of his or her chair or director and of the dean of the college and, if for longer than ten days, with the approval of the executive vice president and provost.” Approval will be based on but not limited to the nature of the request, the extent to which responsibilities can be covered during the proposed absence and the impact on the department.
- “Unpaid leave/personal leave” should be selected as the “Leave Type” on the eLeave request.

Faculty must notify the School of Communication main office (292.3400) if they will be absent from class.

For Information on paid leave programs, see OHR policy 6.27 for details: <http://hr.osu.edu/policy/policy627.pdf>. For Information on unpaid leave programs, see OHR policy 6.45 for details: <http://hr.osu.edu/policy/policy645.pdf>

### **COMPUTERS AND PRINTERS:**

The School will replace faculty computers every 3-5 years depending on available funds and faculty needs. The Equipment Coordinator will notify you when a computer upgrade is available. The School will provide a computer that adequately meets basic faculty research/teaching needs. However, faculty are permitted to use their own research accounts or other funds for additional technology purchases (e.g., special monitors, hardware, etc.). The School will allocate funding for a replacement printer chosen from the approved printer list maintained by technical support personnel.

As noted, printers are to be used for teaching support and class work only. Personal papers/printing jobs must be done at alternative sites (FedEx Office or UniPrint) at your own expense.

### **SUPPLIES:**

General office supplies (pencils, pens, tape, etc.) are located in the supply cabinet behind the front desk in 3016 Derby Hall. For more substantial supplies (paper, folders, etc.), please speak with a staff member in the main office.

In general, the School provides only basic supplies. If a faculty member has a more extensive supply need, he or she must purchase supplies through the pre-approval process using start-up funds, Miller Award, Directors Award, etc.

Please note that faculty members are limited to a maximum of 10 reams of paper per year beginning summer semester.

The School will supply enough toner for technical support department approved monochrome laser printers commensurate with the amount of toner used to print ten reams of paper according to the ISO/IEC 19752 standard. For instance, if the toner is rated for 5000 sheets (according to the ISO/IEC 19752 standard which is roughly 5% coverage), two toner cartridges is appropriate for a year.

### **COPYING:**

The School will assign each faculty member a code and semester copy allocation for the copiers. Approximate copy allocations will vary each term depending on number of courses taught, class sizes, and School resources. Due to the limited nature of resources, whenever possible, faculty should submit course copy requests to the front desk. Copy requests left at the front desk that are teaching related will not be counted towards the faculty member's term



allocation. Although the front desk staff will attempt to accommodate emergency situations, we ask that requests be submitted as early as possible but no less than 1 full business day in advance. For larger classes (ex: 1100 and 1101) requests should be placed at least two full business days in advance.

Faculty may also utilize the front desk for small copying needs related to conference presentations, publications, and annual review packets. Again, all such requests must be submitted at least 1 full business day in advance.

The copy machines are to be used for class-related documents such as exams, handouts, and syllabi and small research needs (e.g. conference papers, IRB proposals, etc.). Course packets should be placed on reserve at the library or taken to an outside facility such as FedEx Office or UniPrint for students to purchase.

Small research related copy needs may be accommodated using the faculty member's copy code. Large research projects including but not limited to survey questionnaires or experimental protocols must be purchased through UniPrint.

Please see the University Library Website for rules regarding copyrighted materials. <https://library.osu.edu/copyright> . Personal copying is not permitted.

#### **FAXES:**

The fax machine is to be used for professional use only. Personal use is strictly prohibited. The fax machine in the main School office (3016 Derby) is in a public area. Faxes are retrieved and sent by office staff and student workers. Incoming documents are placed in the mailbox of the recipient. It is not advisable to send or receive very important, confidential or sensitive documents on the main office fax machine.

To have the front desk staff fax a document for you, complete a "Job Request Form" and place it in the top tray located at the front reception desk.

## **MAILING:**

The School will provide metered mail service for work-related mailing. Priority or special delivery is to be used only in emergency situations and only with approval from the main office.

The School will not provide postage for the mailing of survey instruments. Faculty members who wish to mail such items must seek approval through the pre-approval process. Postage must be charged to faculty project or other non-general School funds.

## **TRAVEL:**

The School of Communication travel policy is in addition to any University policies. The University Travel Policy can be found at <https://osutransport.osu.edu/policy>

Reimbursement for professional travel will be available as follows:

i. Each tenure track faculty member is eligible to request School funding of up to \$2,500 for authorized business travel expenses on behalf of the School of Communication each fiscal year (July 1-June 30). Funds from the previous year may be carried forward, and faculty may request use of the following year's funds for upcoming travel. There is no limit on the number of trips that may be taken. Faculty may also request to use other funding sources for additional travel (e.g. external grant funds, Miller Awards, etc.). ***In all cases, pre-approval must be obtained prior to making travel arrangements and the travel must have a documented university business purpose. Please see <https://comm.osu.edu/etravel-instructions> for instructions.***

ii. Faculty should average at least one major communication conference (ICA, NCA, or AEJMC) each year and should be listed on the program for one of these conferences when requesting Schools funds for the travel. Faculty may request to use the remainder of their annual School travel funding for other university business travel purposes, such as poster presentations, regional conferences, workshops, training, serving on panels, etc.

iii. For international travel, the School will submit a request for SBS international travel grant funding **after** the School Director has approved the School funding and upon receipt of a letter requesting the SBS funds, along with documentation of the paper to be presented, from the traveler. SBS funds are intended to provide support for faculty researchers who are presenting findings at an international meeting (this does not include the North American continent). Requests for international travel must be submitted **no later than 30 days in advance**.

### CONDITIONS FOR REIMBURSEMENT

The travel request must have been submitted and approved prior to the departure date of the trip. Documentation of the business purpose must be attached to the travel.

University travelers must incur the lowest reasonable travel expenses and the expense must be allowed by university policy ([https://busfin.osu.edu/sites/default/files/211\\_travel.pdf](https://busfin.osu.edu/sites/default/files/211_travel.pdf)). Please

note, all airfare must be prepaid through Concur, OSU's contracted vendor. All added expense due to personal time during the travel must be paid by the traveler.

**Original** itemized receipts with proof and method of payment **must** be provided for expenses such as lodging, registration and transportation. Eligible meals will be reimbursed based on Federal per diem limits. The university will permit payment of lodging expenses at reasonable, single occupancy, or standard business room rates. Payment must not exceed the conference rate at the conference/convention site. If there is not a designated conference hotel, the expense should not exceed 1.4 times the federal lodging rate for the business travel location. Federal per diem rates for each state and country can be found at:

<http://www.gsa.gov/portal/content/104877> (domestic) and

[https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp) (international). If any portion of a travel is prepaid and the trip is cancelled or changed by the traveler, except for approved documented medical reasons, **the traveler must repay the School for all costs associated with the prepayment, cancellation, or change.**

All receipts must be submitted as soon as possible and **no later than 60 days** from the return date.

# **STAFF**

## **HOURS OF WORK:**

All staff members will have an approved, set schedule that will be evaluated on a semester basis (or more frequently if needed). Approval of staff schedules will be made with consideration towards the needs of the School, individual office operating hours and adequate coverage for each office.

Scheduled hours must be approved by the Supervisor and the Director and must include a lunch break.

Any variation to the approved work schedule requires approval by the supervisor. If you begin work later than scheduled or conclude earlier than regularly scheduled, you must use the appropriate leave (vacation, sick, or unpaid). Please see section titled “Absence from Duty, Vacation, & Sick Leave” for additional information.

To ensure office coverage during regular work hours, an individual’s work schedule may be adjusted as needed. All attempts at planning in advance for office coverage will be made; however, exempt and/or non-exempt staff may be required to stay beyond regular working hours if coverage is necessary. Non-Exempt employees may not stay later than their appointed time and may not work overtime or compensatory time without their supervisor’s approval.

## **ABSENCE FROM DUTY, VACATION, & SICK LEAVE:**

### *Time off Duty*

ALL employees are required to complete an online leave request when absent from work during regularly scheduled hours. For absences due to illness, vacation, or unpaid leave, staff must seek approval for the absence by completing an eLeave request (<https://eleave.osu.edu>).

A leave request should be submitted prior to vacations or scheduled medical appointments or upon return from unplanned sick leave as soon as possible. Vacation or extended sick time should be scheduled at least a week in advance except in emergency situations. The employee’s supervisor or the Director may request documentation to support sick leave requests.

### *Call-off procedures*

Staff should call 292-3400 (main office front desk) or send an email to their supervisor, cc’ing the Administrative Manager and HR Manager, to report unplanned absences due to illness or other circumstances. To ensure confidentiality, only limited information should be reported when notifying the main office of an unplanned absence. If additional information is needed, the HR Manager, Administrative Manager or Director will contact you to obtain the necessary details.

Staff must notify their supervisor and make a notation on the shared calendar on-line if they will be absent from work for any reason, other than lunch, during regularly scheduled hours. Common reasons listed on the shared calendar for being away include, but are not limited to, meetings, medical appointments and vacation time. Departure and return times should be indicated in these notifications.

Staff may only use sick and vacation leave up to and including the accrual balance listed online through eLeave to prevent negative leave balances. Per University policy, no employee can carry a negative sick or vacation balance. Any time taken that does not conform to the above will be considered disapproved time. Leave without pay may be requested but should not be routine and is subject to approval. Accumulation of disapproved time may subject the staff member to coaching and/or corrective action per University policy and procedure.

*Vacation Time Request/Approval*

Vacation leave requests should be coordinated with co-workers to ensure office coverage and must be approved by the School in advance of the requested absence (several days prior is typically the accepted lead time for a request).

Staff members should avoid requesting vacation during times of high volume work (e.g., the first day of class). Leave requests submitted during these times may not be approved. Vacation leave must be submitted on-line and approved **prior** to the date of the requested vacation.

**STAFF SUPERVISION:**

It is expected that the staff understand their responsibilities to the School and to their jobs. Staff supervision will be structured as follows:

Staff	Supervisor(s)
Administrative Assistant to the Director	Director, Administrative Manager
Administrative Manager	Director
Fiscal Compliance Officer	Administrative Manager
HR Manager/Data Analyst	Director, Administrative Manager
Student Services Manager	Director, Director of Graduate Studies, Director of Undergraduate Studies, Administrative Manager
Systems Manager	ASC Tech/ Director, Administrative Manager
Systems Specialist	ASC Tech/ Director, Administrative Manager
Undergraduate Advisors	Student Services Manager
Undergraduate Office Coordinator	Student Services Manager Administrative Manager

Please note that although individuals may have specific supervisors, the Director is ultimately responsible for all staff members.

**ANNUAL REVIEW AND MERIT INCREASE:**

Each spring, supervisors are required to review their staff members according to the staff supervision chart and the university annual merit-based compensation process. Each staff member will be asked to provide a self-evaluation prior to the review. After the review has been written, each employee will meet with his or her supervisor to discuss his or her review.

Staff raises are merit-based and will be determined by performance evaluations as well as University, College, and School budget considerations.

Raises become effective Pay Period 20 (<https://busfin.osu.edu/buy-schedule-travel/payroll/paydate-schedule> ) for non-exempt staff and September 1 for exempt staff.

**COMPUTERS & PRINTERS:**

The School will provide staff with a computer to meet the business needs of the position. Upgrades to office computers will take place approximately every three to five years.

Printers are to be used for business use only and appropriate computer use is outlined in via [University Policy](#).

**COPYING:**

Staff will be given a semester copy allocation. If a student assistant is available, staff members may submit copy requests to the front desk. Copy requests should be submitted at least 1 full business day in advance.

**PURCHASE REQUESTS:**

Staff must utilize the pre-approval process prior to any expenditure.

**FAXES:**

The fax machine in the main School office (3016 Derby) is in a public area. Faxes are retrieved and sent by office staff and student employees. Incoming documents are placed in the mailbox of the recipient, however, it is not advisable to send or receive very important, confidential or sensitive documents on the main office fax machine.

To fax a document, staff may send it directly or complete a "Job Request Form" and place it in the top tray located at the front reception desk. Only staff members or student employees are authorized to send faxes.

The fax machine is to be used for professional use only. Personal use is strictly prohibited.

**FLEXIBLE WORK POLICY:**

Consistent with the university's Flexible Work Policy (<https://hr.osu.edu/wp-content/uploads/policy612.pdf>), the School of Communication "supports flexible work arrangements to achieve a highly productive work environment that enables staff to balance work and personal needs while providing workforce predictability and stability." Flexible work schedules are reviewed each term, and may include work hours that vary from established university hours or telecommuting. Staff requests will be evaluated based upon the duties of the position and the overall ability of the office to provide services based upon all of the staff requests for that term. Staff requests must be submitted to direct supervisors for further approval.

**MAILING:**

The School will provide postage for work-related mailing. Priority or special delivery is to be used only in emergency situations and only with approval from the School Administrative Manager.

**SUPPLIES:**

General office supplies (pencils, pens, tape, etc.) are located in the supply cabinet behind the front desk in 3016 Derby Hall. More substantial supplies are located in the closet in 3016 Derby. Special supply requests should be submitted through the pre-approval process.

**TRAVEL:**

Staff who have a travel need should speak with their supervisor who will consult with the Administrative Manager and then submit a pre-approval request at ([comm.osu.edu](http://comm.osu.edu), About Us, Internal Resources, eTravel Instructions).



# **GRADUATE STUDENTS**

## **ABSENCE FROM DUTY:**

Graduate Associates who will be absent from duty must follow the guidelines below. These guidelines apply to graduate associates assigned to a teaching assistant role, an instructor of record role, or any other graduate associate position.

In the event of a planned absence, Graduate Associates must arrange for a substitute and must contact the Graduate Chair to request permission for the absence well in advance. The Graduate Associate must always copy the staff in the main office of the School of Communication (HR Manager, Administrative Manager, and Assistant to the Director) on any such request. It is not acceptable to simply cancel class.

In the event of an emergency, Graduate Associates must contact the main office of the School of Communication via telephone at 614-292-3400 or email sent to HR Manager, Administrative Manager, and Assistant to the Director if they will be late to or absent from class. Class cancellations and tardiness are not acceptable.

Requests for short-term absences or leaves of absence should follow the process outlined in the Graduate School Handbook Appendix E <https://gradsch.osu.edu/handbook/all#E-1>.

Leaves granted for care of a family member with a serious health condition who is not defined as an immediate family member or upon the death of a family member who is not defined as an immediate family member are always unpaid and are at the discretion of the Graduate Chair.

## **ATTIRE:**

Clothing should reflect the professional nature of your position and an awareness that you represent the School, College, and University in your role as an employee. Clothing should be selected to present a professional image. Employees are expected to use good judgment to ensure that their attire is appropriate for all work activities (including meetings and student contact) that they will be involved in that day.

## **GRADUATE OFFICES USE:**

Graduate offices are to be used as places to study, prepare for class, and hold office hours. The Student Services Manager will determine and assign office space for graduate students. Furniture other than the desks, chairs, and tables assigned to these offices is prohibited.

If a student must move to a different office he/she must contact the Student Services Manager. Under no circumstance is a student to occupy an office that is not assigned to him or her.

The following is from Appendix B of the School of Communication graduate manual:

*Graduate students need access to adequate space with proximity to their advisers, faculty, research equipment and students. The School is typically able to provide office space to all funded students, and is generally unable to provide office space to unfunded students. In the event that space becomes scarce, the priority for allocation is as follows:*

- 1. Ph.D. students with teaching, research or fellowship support of the School or university.*
- 2. M.A. students with teaching, research or fellowship support of the School or university.*
- 3. Ph.D. students in good standing but without funding. Such students will be offered space as available for a reasonable period of time.*
- 4. M.A. students in good standing but without funding. Such students will be offered space as available for a reasonable period of time.*

*Space will be allocated in an efficient way to promote the research and teaching missions of the School, sensitive to the needs of the various assignments and the space needed for various tasks. The goal will be to accommodate as many graduate students as possible in Derby Hall as the first priority.*

#### **COMPUTERS AND PRINTING:**

The School of Communication provides a graduate student computer lab for shared use (Derby Hall, room 3180). Only items relating to the teaching of a class (syllabi, tests, handouts) and letters of recommendation may be printed. To print these items, GAs should submit the requests through the on-line copy request system located on the School's website. Copy requests must be submitted at least 24 hours in advance. If the request has been processed you will receive an e-mail notification. Completed jobs will be placed on the shelf behind the front desk in Derby 3016.

#### **LETTERS OF RECOMMENDATION AND LETTERHEAD:**

Letters of recommendation should be dated appropriately to accommodate the required submission time of at least two business days in advance (be sure to date it appropriately).

All requests to print letters of recommendation should be submitted to the Student Services Manager. After the letter is printed and placed in the GA's mailbox, an email will be sent to the GA notifying him or her that it is complete.

#### ***Office Policy for Letterhead and Envelopes***

Graduate students will have access to the School letterhead template to use in writing job applications, letters of recommendation, and other professional activities. The School does not pay postage for job applications.

If a graduate student is writing a recommendation for someone (e.g., a student in one of their classes), office resources can be used to print the color letterhead, or print on letterhead stationery. The student should send a Word document (in letterhead template) to the graduate program coordinator and they will take care of it. The School will cover the postage for letters of recommendation.

The School will cover postage for all letters of recommendation sent by faculty members for graduate students. Graduate students do not need to provide envelopes with stamps on them. The faculty member who is writing the letters of recommendation can have them sent via our office mail service.

The letterhead template will allow you to create letters of application for positions that require electronic materials. For positions that require paper copies, you will need to print the letter out. Students can do color printing at several local businesses. The advantage of the template is that the paper stock will match if you have more than one page. Graduate students will not have to pay postage costs for their letters of recommendation. Some students may want to pre-address mailing labels for faculty; students should talk to their advisor about how to best work it out.

As always, the letterhead is for official business (in this case that business includes finding a job after graduation).

#### **SUPPLIES:**

The School of Communication does not provide general office supplies for graduate students.

#### **COPYING:**

The School will assign each graduate student who will be teaching a class independently an account number for the copiers that will be associated with the course(s) he/she is teaching. Teaching sections of Comm 2367 or 2110 during the academic year is not considered teaching independently. However, all courses taught in the summer are considered independent. Please note that due to the limited nature of resources these graduate students receive only a small allocation to be used in case of emergency.

Although the front desk staff will attempt to accommodate emergency situations, we ask that requests be submitted as early as possible but **no less than one full business day in advance**.

The copy machines are to be used for CLASS RELATED DOCUMENTS such as exams and syllabi only. Class handouts should be placed on reserve at the library or taken to an outside facility such as FedEx Office or UniPrint for students to purchase. Personal copying (including theses and dissertations) should be done at alternative sites like UniPrint or FedEx Office.

Research related needs including but not limited to survey questionnaires, experimental protocols or theses must be purchased externally through UniPrint.

Please see the University Library Website for rules regarding copyrighted materials:  
<https://library.osu.edu/copyright>

#### **ROOM RESERVATION FOR ORAL DEFENSE OR COMMITTEE MEETINGS:**

All conference rooms are scheduled by the Assistant to the Director. Requests should be made at least one week in advance.

Conference rooms available for this purpose are Derby 3116, 3040 or 3150 and Journalism 106 and 217.

#### **FAXES:**

The School will only provide fax services to graduate students if the fax is being sent to another office on-campus, or if it is related to teaching.

The fax machine in the main School office (3016 Derby) is in a public area. Faxes are retrieved and sent by office staff and student workers. Incoming documents are placed in the mailbox of the recipient. It is not advisable to send or receive very important, confidential or sensitive documents on the main office fax machine.

#### **MAILING:**

The School will only provide metered mail service for the purpose of mailing letters of recommendation from a graduate student for an undergraduate student.

#### **TRAVEL:**

The School will provide the Graduate Program with funds for graduate student travel based on income generated from the Martha Brian Endowment. The amount awarded for the year will be determined by July 1.

In addition to the rules and regulations established by the University, all travel is subject to the policy set forth by the School of Communication. The University travel policy can be found at the University Controller's Office, <https://osutransport.osu.edu/policy/>. ***In all cases, pre-approval***

***must be obtained prior to making travel arrangements and the travel must have a documented university business purpose. Please see <https://comm.osu.edu/etravel-instructions> for instructions.***

The School Graduate Handbook, Appendix B, section 3 outlines procedures for applying and how the money is awarded, as follows:

*Reimbursement funding for conference travel is provided by the Martha Brian Graduate Student Conference and Travel Fund. This funding has been made available through the generous contributions of the family and friends of Martha Brian, a former faculty member of the School. The Graduate Studies Committee allocates a portion of the available funds each year to graduate student travel to the major professional academic organizations:*

- *International Communication Association (ICA)*
- *Association for Education in Journalism and Mass Communication (AEJMC)*
- *National Communication Association (NCA)*

*The reimbursement funding varies each year, so the Graduate Studies Committee attempts to anticipate demand for each of the conferences. Funding is allocated per paper in the case of multiple authors, the funding goes to the person formally presenting the paper. Highest priority for funding is given to doctoral students; only rarely are MA students funded to travel to conferences, and that tends to be if Ph.D. student demand has not expended all available funds at the end of the fiscal year. At regular intervals, the graduate committee ascertains the likely number of student requests for each of the conferences. In order to be eligible for funding the student must be in good standing and making adequate progress towards his/her degree.*

*Acceptance of this travel funding obligates the graduate student to participate in the School colloquium of practice presentations if asked by the colloquium coordinator.*

*Reimbursement guidelines: All travel must be preapproved before the trip begins. Airfare must be booked through Concur and prepaid by OSU (if additional expense is incurred due to personal time during the travel, this expense must be paid by the traveler). Mileage may only be reimbursed with documentation that it is less expensive than airfare. Reimbursement expenses require an original receipt and are limited to transportation, lodging and conference registration. Actual expenses (with itemized receipts) may be reimbursed, but per diem is not eligible for payment due to limited travel funds. If graduate students share a room at the conference, a statement naming each of the students and the number of nights each stayed must be provided with submission of the original receipt. Reimbursement will then be provided as a proportion of the total expense.*

# LECTURERS

## **ABSENCE FROM DUTY:**

Lecturers are required to complete an online leave request prior to scheduled sick leave or upon return from unplanned sick leave. (<https://eleave.osu.edu>).

An eLeave request should be submitted prior to scheduled medical appointments or upon return from unplanned sick leave as soon as possible. Extended sick time should be scheduled at least a week in advance except in emergency situations. The employee's supervisor or the Director may request documentation to support sick leave requests at his or her discretion.

All lecturers are required to call the main office (292.3400) if they will be late to or absent from class to allow the main office to inform the students. If a lecturer must cancel class due to illness, he or she is required to use sick time for classes missed. All other absences must be preapproved by the School Director.

Requests for leaves of absence should follow the process outlined in The Ohio State University paid leave program policy 6.27, <http://hr.osu.edu/public/documents/policy/policy627.pdf>

## **OFFICES, COMPUTERS, AND PRINTERS:**

Lecturers will be provided with an office, computer workstation, phone, and printer. Individuals may share an office and computer with other lecturers employed at the School. Such assignments may be based on type of appointment, the available space, and the needs of the School.

School computers and printers are to be used for teaching support and class work only.

## **SUPPLIES:**

General office supplies (pencils, pens, tape, etc.) are located in the supply cabinet behind the front desk in 3016 Derby Hall. Please contact the main office staff for more substantial supplies (paper, folders, etc.), however, in general, the School provides only basic supplies.

Please note that lecturers are limited to a maximum of 6 reams of paper per year (or 3 reams per teaching term). Lecturers should contact the Technology Support staff for toner cartridges.

## **COPYING:**

The School will assign each Lecturer a code for the copiers. Term allocations are based on the number and size of the courses he/she is teaching. Due to the limited nature of resources, lecturers should submit course copy requests to the front desk. Copy requests submitted to the

front desk that are teaching related will not be counted towards the lecturer's term allocation. Although the front desk staff will attempt to accommodate emergency situations, we ask that requests be submitted as early as possible but no less than 1 full business day in advance to allow enough time for all requests to be accommodated. For larger classes (ex: 101 and 200) requests should be placed at least 2 full business days in advance.

Please see a member of the front desk staff for assistance with the copy machines.

#### **FAXES:**

The fax machine in the main office (3016 Derby) is in a public area. Faxes are retrieved and sent by office staff and student workers. Incoming documents are placed in the mailbox of the recipient, however, it is not advisable to send or receive very important, confidential or sensitive documents over the fax machine.

Lecturers should complete a "Job Request Form" and place it in the top tray located at the front reception desk in order for the front desk staff to fax a document.

The fax machine is to be used for professional use only.

#### **LECTURER PROFESSIONAL DEVELOPMENT FUND:**

A limited number of Professional Development Grants in the amount of up to \$750 per person are available annually to School of Communication Full Time Lecturers. These grants may be used for conference attendance or general professional development.

Detailed proposals, due by September 15<sup>th</sup> to the Assistant to the Director, must include an itemized description of potential expenses as well as a narrative section detailing the request and how it would directly benefit the teaching of students in one or more of the classes to which the lecturer is normally assigned (the relevant class or classes should be identified and the nature of the benefit specified).

All submissions would be in the form of pre-approval for future expenditures if approved. Proposals received by the deadline will be evaluated and rank-ordered with respect to those that best meet the criteria by the Director of the Communication Undergraduate Studies Program. The number of grants that can be provided based on this list will be determined by the Director's office, and recipients will be notified by October 15th.

#### **MAILING:**

The School will only provide metered mail service for the purpose of mailing teaching related documents.

## **APPENDIX A, GRADE GRIEVANCE PROCEDURE**

(For complete OSU Grievance Procedures, see Faculty Rule 3335-8-23. The School has added #2 to facilitate the grievance process for the student.)

If a student has a complaint regarding a grade\*, the student should take these steps.

1. Discuss the issues with the class instructor(s) (faculty member and/or TA).
2. If for any reason the student feels unable to talk to the individual(s) named above or cannot contact the individual(s), the student should be directed to the School Advising Office.

The advisor's responsibility is to facilitate the student's access to the teaching staff as well as the student's presentation of his/her case.

3. If the situation is not resolved to the student's satisfaction, the student may present his/her case to the Undergraduate Program Chair.
4. If the situation remains unresolved, the student may submit a detailed written statement (along with any pertinent class material - e.g. syllabus) to the School Director (via the Director's Assistant) who will appoint a review committee. The committee members will be given a copy of this submission and will consult with both the instructor and the student. They shall then determine the validity of the grade grievance due to grading procedures. The review committee shall make its findings known in writing to both the student and the instructor within thirty days of the student's request to the chairperson. If the committee finds that a procedural error has occurred and if the instructor declines to accept the findings of the review committee, the committee shall consider the reasons for not authorizing a grade change given by the instructor and may, upon consideration of these reasons, authorize in writing a grade change to be instituted by the School Director.

If the instructor is no longer affiliated with the university, the findings of the committee shall be reported to both the student and the instructor. If the instructor chooses not to respond, the judgment of the committee shall prevail. If the instructor responds and declines to accept the findings of the committee or claims that a procedural error has occurred, the committee shall consider the reasons for not authorizing a change given by the instructor. In either case, the committee may, upon due consideration, authorize in writing a grade change (if such can be determined) to be instituted by the School Director.

*Continued on following page*



5. If the School committee can find no academic basis upon which to recommend an appropriate grade for the course, the student shall be given the option of having the course stricken from the student's record and, if so desired, to retake that course without prejudice or penalty.

\*An important note about grade changes: OSU rules allow that grades be changed only if there has been an error in grade processing or grading procedures. No opportunities or leniencies may be granted to one student that are not granted to all. Thus, a student's grievance that rests on claims of personal hardship cannot be handled as a grade grievance. Rather, these concerns require a petition to the college office.

## Primary Research Space Descriptions

(All departmental computers are licensed for SPSS, MediaLab/DirectRT 2016, Adobe Creative Cloud, and Microsoft Office.)

### Derby Hall

**3025 (Research Space: Survey Response Lab)**

- Seating for 6
- Six Windows computers

**3176 (Multimedia Classroom)**

- Seating for 40
- 40 iMacs
- Three digital projectors
- Multimedia instructor podium with computer

**3180 (Graduate Student Computer Lab)**

- Seating for 6
- Six Windows computers

**3180A (Distance Instructional Studio)**

- Video camera and lecture capture hardware

### Journalism Building

**106 (Miller Communication Classroom)**

- Seating for 60 (50 at movable tables, 10 around room)
- Digital projection system (projector and 4 LCD TVs)
- Wireless microphone
- Podium equipped with laptop computer and secondary connection (computer and/or audio)
- Solstice pod (used to project content from laptops or mobile devices to screens)

**216 (Computer/Instructional Lab)**

- Seating for 48
- 48 Windows laptops in convertible desks
- Projector
- Auxiliary laptop input
- 4 Solstice pods (used to project content from laptops or mobile devices to screens)

- 217 (Conference Room)**
- Seating for 24
  - Full size fridge
  - Sink and microwave
  - LCD TV and projector with HDMI input box
  - Solstice pod (used to project content from laptops or mobile devices to screens)
- 224 (Computer/Instructional Lab)**
- Seating for 32
  - 32 Windows laptops in convertible desks
  - Crestron touch screen equipment control panel
  - 3 wall-mounted LCD screens
  - 3 Solstice pods (used to project content from laptops or mobile devices to screens)
- 231 (Staging area for 233)**
- 14 electronic lockers with programmable codes
  - Seating for 4
- 233A suite (4 Human-Computer Interaction Rooms w/ Control Center)**
- Four two-seat stations (8 seats total)
  - Four Windows towers
  - Auxiliary HDMI input
  - Wall-mounted LCD monitor in each room
  - 2-way intercom system
  - Overhead camera and ceiling-mounted microphone
  - DVR recording capabilities (via USB and network file share)
- 233B suite (5 Human-Computer Interaction Rooms w/ Control Center)**
- Five single-seat stations (5 seats total)
  - Five Windows towers
  - Auxiliary HDMI input
  - Wall-mounted LCD monitor in each room
  - 2-way intercom system
  - Overhead camera and ceiling-mounted microphone
  - DVR recording capabilities (via USB and network file share)
- 281 (Media Convergence Lab)**
- Seating for 34
  - Digital projector
  - Podium with MacBook Pro
  - 7 Solstice pods (used to project content from laptops or mobile devices to screens)

- 340 (Geo-wall Lab)**
- Two PCs with standard ASC software.
  - Geo-wall system (dual DLP projectors using polarized light to simulate 3D on a flat wall-mounted screen).
  - Conference table.
- 342 (Communication Methods Lab)**
- Seating for 40
  - 40 Windows laptops in convertible desks
  - Digital projector
- 360 (Communication Teaching and Research Theatre)**
- Seating for 122 (maximum occupancy)
  - High-definition digital projector
  - High-definition Blu-ray player
  - Crestron touch screen equipment control panel
  - Wireless microphone
  - Podium with secondary laptop, audio, and microphone inputs
  - Windows computer (in podium)
- 381 (Audience Response Lab)**
- 15 iMacs
  - Seating for 20
  - Five signal participant rooms (each including an iMac).
  - Two multi-participant rooms (2 iMacs in each)
  - One large room with mobile cubicles for survey completion (6 iMacs)

## APPENDIX C, EQUIPMENT AVAILABLE FOR CHECKOUT

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### **General Equipment**

- Mac & PC laptops
- iPads
- Presentation pointers with laser
- Digital Camera - Canon 3-megapixel
- Digital Camcorder –Sony Handycam
- Tripods
- Portable Digital Projector (2)
- Projector in wheeled case (4)
- Portable projection screen
- Cables (VGA, Audio, HDMI, network, power, etc.)

Please contact the IT office if something you need is not listed for availability.

## APPENDIX D, CONFERENCE TRAVEL SUPPORT POLICY

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### FACULTY AND GRADUATE STUDENT CONFERENCE TRAVEL SUPPORT POLICY 2019-20

**Note: 2020-21 university travel is suspended through 12/31/20.  
This policy will be updated once university travel has resumed.**

Reimbursement for professional travel is available as follows:

- i. Each tenure track faculty member is eligible to request School funding of up to \$2,500 for authorized business travel expenses on behalf of the School of Communication each fiscal year (July 1-June 30). Funds from the previous year can be carried forward, and faculty may request the following year's funds but both of these actions require School Director approval. There is no limit on the number of trips that may be taken. Faculty may also request to use other funding sources for additional travel (e.g. external grant funds, Miller Awards, etc.). ***In all cases, pre-approval must be obtained prior to making travel arrangements and the travel must have a documented university business purpose. Please see <http://comm.osu.edu/etravel-instructions> for instructions.***
- ii. Faculty should average at least one major communication conference (ICA, NCA, or AEJMC) each year and should be listed on the program for one of these conferences when requesting Schools funds for the travel. Faculty may request to use the remainder of their annual School travel funding for other university business travel purposes, such as poster presentations, regional conferences, workshops, training, serving on panels, etc.
- iii. For international travel, the School will submit a request for SBS international travel grant funding **after** the School Director has approved the School funding and upon receipt of a letter requesting the SBS funds, along with documentation of the paper to be presented, from the traveler. SBS funds are intended to provide support for faculty researchers who are presenting findings at an international meeting (this does not include the North American continent). Requests for international travel must be submitted **no later than 30 days in advance**.

#### CONDITIONS FOR REIMBURSEMENT

The travel request must have been submitted and approved prior to the departure date of the trip. Documentation of the business purpose must be attached to the travel.

University travelers must incur the lowest reasonable travel expenses and the expense must be allowed by university policy ([https://busfin.osu.edu/sites/default/files/211\\_travel.pdf](https://busfin.osu.edu/sites/default/files/211_travel.pdf)). Please note, all airfare must be prepaid through Concur, OSU's contracted vendor. All added expense due to personal time during the travel must be paid by the traveler.

**Original** itemized receipts with proof and method of payment **must** be provided for expenses such as lodging, registration and transportation. Eligible meals will be reimbursed based on Federal per diem limits. The university will permit payment of lodging expenses at reasonable, single occupancy, or standard business room rates. Payment must not exceed the conference rate at the conference/convention site. If there is not a designated conference hotel, the expense should not exceed 1.4 times the federal lodging rate for the business travel location. Federal per diem rates for each state and country can be found at: <http://www.gsa.gov/portal/content/104877> (domestic) and [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp) (international). If any portion of a travel is prepaid and the trip is cancelled or changed by the traveler, except for approved documented medical reasons, **the traveler must repay the School for all costs associated with the prepayment, cancellation, or change.**

All receipts must be submitted as soon as possible and **no later than 60 days** from the return date.

The School will provide the Graduate Program with funds for graduate student travel based on income generated from the Martha Brian Endowment, as well as School funds where possible. The amount awarded for the year will be determined by July 1. The School's Graduate Handbook outlines procedures for applying and how the money is awarded.

*Funding is contingent on School availability of resources and this policy can be updated accordingly at any time*

## APPENDIX E, LAB SPACE POLICY: ENSURING CONDITION OF SHARED RESEARCH SPACES

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### Lab space policy changes: For Faculty and graduate students

- PIs (Principle Investigators) using shared lab spaces must:
  - Include the importance of room condition in their RA training
  - Include room condition instructions in their study scripts
  
- When you find or are notified of a lab in disorder, you must:
  - Use the online calendar to see who used it last
  - Notify the person with the reservation and the PI, if different
  - If room condition merits formal complaint, submit an online report using this link: <http://goo.gl/QwCqGM> (the link can also be found on School's website)
  
- If you find or are notified of any research data or information about participants in other studies, either in print or digitally, you must:
  - Immediately close any digital files, noting which computer and software was in use.
  - Ensure that printed material is immediately placed in the locked drop boxes found in Journalism (rooms 233, 339, 347, 381) or the faculty mail room in Derby. **Do not examine the materials or attempt to identify who they belong to** as this could entail a breach of participant confidentiality
  - If printed materials do not fit in the drop box, immediately move them to the main office. If the main office is closed, you may store them in a secure location, typically a locked office, until the main office is open. The materials may **not** be taken off campus.
  - Notify the Research Committee that you have done so using this link: <https://goo.gl/47uuQu> (the link can also be found on School's website)
  
- Penalties for lab condition complaints:
  - First time, PI receives a warning and is responsible for cleaning the room at the first opportunity (without interfering with other studies)
  - Second time, PI loses access to the room for a week, and should use this time to implement corrective actions
  - Third time, PI loses the reservation
  
- Penalties for leaving materials unsecured: This is dictated by IRB policy. **Penalties can be severe**



### Lab space policy changes: For Undergraduate RAs

- You must always ensure that any lab spaces you use are clean and orderly before you leave:
  - No study materials left in room (e.g., study scripts, stimuli, data collection forms, etc.)
  - All waste placed in an appropriate receptacle (e.g., garbage, recycling bin)
  - Desks and chairs arranged neatly
  
- If you find a lab space that is unclean or disorderly, you must:
  - Report it to supervisor immediately, including both a description of the problem and what you did to remedy it
  - Clean the room enough to proceed with study
  
- If you find any forms containing research data or information about participants in other studies, either in print or digitally, you must:
  - Immediately take printed materials to your supervisor. **Do not examine the materials or attempt to identify who they belong to** as this could entail a breach of participant confidentiality.
  - Immediately close any digital files, and immediately notify your supervisor of the room, the computer, and the software where the file was found.
  
- RA evaluations are based in part on room condition.  
Failure to meet the requirements described here can affect whether you are allowed to be involved in future research

## APPENDIX F, TECHNOLOGY POLICY: SUPPORT REQUESTS AND SOFTWARE POLICY

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### Support Requests:

In order to ensure that support requests are documented and prioritized appropriately, please use our college's IT ticketing system for technical support requests. Email intended for our school's local IT staff should be sent to our central IT ticketing system at [asctech@osu.edu](mailto:asctech@osu.edu). Support requests will be visible to our entire IT staff, including IT Manager, IT Systems Specialist and all student employees. Automated emails will be sent to document progress and to verify resolution.

### Institutional Data Policy:

Faculty, students, and staff are responsible for maintaining compliance with the security policies and standards set forth by the Office of the Chief Information Officer. Full details on the policy are documented at the following URLs: <https://cybersecurity.osu.edu/security-policies-standards>

Questions about IT security/compliance should be directed to [asctech@osu.edu](mailto:asctech@osu.edu). Exceptions to those policies will need to be documented and may require approval by the dean.

### Software Purchases:

All software purchases must be approved by our college's Director of Risk Management and Governance. In order to avoid purchasing delays, all software purchases (including web hosting and research application development) should be documented in the IT ticketing system early on in the planning process.

The following information should be included in an email directed to [asctech@osu.edu](mailto:asctech@osu.edu):

- [Classification of data](#) to be entered into the software/service
- Brief description of the intended use for the software
- Date needed

This information will be reviewed by local IT staff and ASC IT leadership on a case-by-case basis. The goal is to maintain compliance with university IT policy without impeding research or business. School IT staff will do everything possible to ensure that requests are fulfilled as quickly and efficiently as possible.

**\*Note: Dropbox is not authorized for use with university-related data so purchase requests will likely be denied.**

## APPENDIX G, UNDERGRADUATE TEACHING ASSISTANTS (UGTA)

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Faculty may request undergraduate teaching assistants to support their teaching efforts. Eligible students must be at least in a Rank 3 status and have received no less than a B+ in the course for which they are applying to assist. All positions are for course credit only. Examples of basic duties for these students include but are not limited to: offering in-class assistance, assisting with basic grading and creating quizzes, leading in-class discussions, assisting with Carmen, and providing lab assistance. Undergraduate TAs should not be in charge of a class OR involved in grading subjective work.

Undergraduate TAs have the option of earning 2-3 credit hours in COMM 4193 (independent study). In order to receive these credits, the student must (a) write a 10-15 page report on their experiences as TAs (including relevant literature review); (b) complete an exit interview with the responsible faculty member; and (c) complete a questionnaire about their experiences for future improvement efforts. The responsible faculty member will grade the report, conduct the exit interview and submit the grade for the student.

If interested in employing an undergraduate TA, please contact the Student Services Manager to confirm the student meets all eligibility requirements and for assistance in enrolling the student in COMM 4193 credit.

## APPENDIX H, STUDENT INSTRUCTIONAL ASSISTANTS (SIA)

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### **PILOT INITIATIVE (2019-20)** **Policy and Procedures**

The purpose of the Student Instructional Assistant (SIA) initiative in the School of Communication is to provide an opportunity for undergraduate communication majors to be compensated for providing instructional help, primarily grading, in our large lecture courses. The initiative will also help SIAs solidify their knowledge of communication and the pedagogical issues related to student learning and the teaching of communication.

#### **General Guidelines**

The Undergraduate Advising Office will coordinate the Student Instructional Assistant program. Students are encouraged to apply for a SIA if they have an interest in teaching, have undergraduate status at OSU, good academic standing at OSU, completed 12 hours of COMM coursework beyond pre-major courses, and have received no less than an A- in Communication 1100 and 1101. The School of Communication will pay SIAs an hourly rate to grade exams and assignments under the supervision of a graduate teaching assistant or faculty instructor.

**Recruiting:** To obtain an SIA, faculty are encouraged to contact students they believe would be effective graders in their courses. Interested students will complete an online application and submit it to the Undergraduate Advising Office. Student applications will be due by April 26<sup>th</sup> for the Autumn term and by October 31<sup>st</sup> for the Spring term. The School will forward these applications to the instructors of record. The instructor of record will need to calculate the number of instructional hours needed for assistance, and provide that information to the Advising Office.

The instructor of record will ultimately be responsible for selecting students for any SIA positions for their courses. The Undergraduate Advising Office for the School will coordinate interviews with selected students and the instructors of record and notify students via email. .

The instructor of record can decide which section the student should attend and/or which graduate TA the student is to assist. The School views SIAs as an asset to graduate TAs or instructors with the understanding that supervision will be necessary. SIAs are not permitted to miss their own classes to attend to their grading duties.

**Training:** Training for SIAs will take place prior to the start of each semester, with exact dates announced by the course instructor/supervisor. The instructor of record for the course is responsible for developing clear rubrics for each assignment SIAs will use, and training will provide SIAs the opportunity to learn to use each rubric. Instructors of record and/or supervising graduate teaching assistants will conduct this training as part of their course assignment.

**SIA Activities:** Each individual instructor will determine the tasks with which SIAs will be involved. Typical responsibilities may include:

- Assisting with conducting and grading examinations
- Grading student assignments with clearly formed rubrics
- Answering student questions via e-mail
- Moderating/participating in online discussions
- Reviewing assignments with students and giving formative suggestions on paper drafts
- Providing lab assistance

In large lecture courses SIAs will report to a supervising graduate teaching associate.

At the end of the term, the instructional of record and/or the supervising graduate teaching associate will evaluate the SIAs.

### **Conditions**

The School will ask all SIAs to sign an agreement indicating that they will treat all information about the students they encounter in the course of their work as strictly confidential.

SIAs will ONLY grade assignments and examinations for which:

- a. Instructors have developed clear rubrics for SIAs to use in assessing student submissions.
- b. Instructors have provided training to SIAs
- c. SIAs have demonstrated their reliability in grading student submissions accurately and consistently.