Graduate Study in the Department of Modern and Classical Languages

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# New Student Information

## Checklist

* Read this Graduate Manual
* Be sure Student Health has your immunization records. [www.uwyo.edu/shser](http://www.uwyo.edu/shser)
* Schedule an appointment with Academic Advisor: Department Head Joy Landeira, [jlandeir@uwyo.edu](mailto:jlandeir@uwyo.edu)
* Register for classes: [www.youtube.com/watch?v=\_DhvEByZI8Y&feature=youtu.be](http://www.youtube.com/watch?v=_DhvEByZI8Y&feature=youtu.be)
* Make housing arrangements. [www.uwyo.edu/reslife-dining](http://www.uwyo.edu/reslife-dining)
* Access your email. <https://uwyo.teamdynamix.com/TDClient/KB>
* Attend Graduate Student Orientation Session: [www.uwyo.edu/acadaffairs](http://www.uwyo.edu/acadaffairs)
* Attend Teaching Assistant Workshop [www.uwyo.edu/ctl/graduate-student-programs](http://www.uwyo.edu/ctl/graduate-student-programs)
* Get your student ID card [www.uwyo.edu/idoffice](http://www.uwyo.edu/idoffice)
* Car? Get a parking permit. [www.uwyo.edu/tap](http://www.uwyo.edu/tap)
* No car? Rent a bicycle ($25/sem.) [www.uwyo.edu/rec/outdoor-program/rental-center.html](http://www.uwyo.edu/rec/outdoor-program/rental-center.html)
* Already have a bike? Register it. [www.uwyo.edu/uwpd/on-campus-services/](http://www.uwyo.edu/uwpd/on-campus-services/)
* Update your local address <http://wyoweb.uwyo.edu>
* If you are an international student:
  + Check in with International Students and Scholars (ISS) office upon arrival. [www.uwyo.edu/iss](http://www.uwyo.edu/iss)
  + Mandatory orientation by ISS. [www.uwyo.edu/admissions/international/orientation](http://www.uwyo.edu/admissions/international/orientation)
  + Students with teaching responsibilities must complete the English Proficiency Interview. [www.uwyo.edu/modlang/english-oral-proficiency-interview](http://www.uwyo.edu/modlang/english-oral-proficiency-interview)

## General Campus Information

### Campus Events

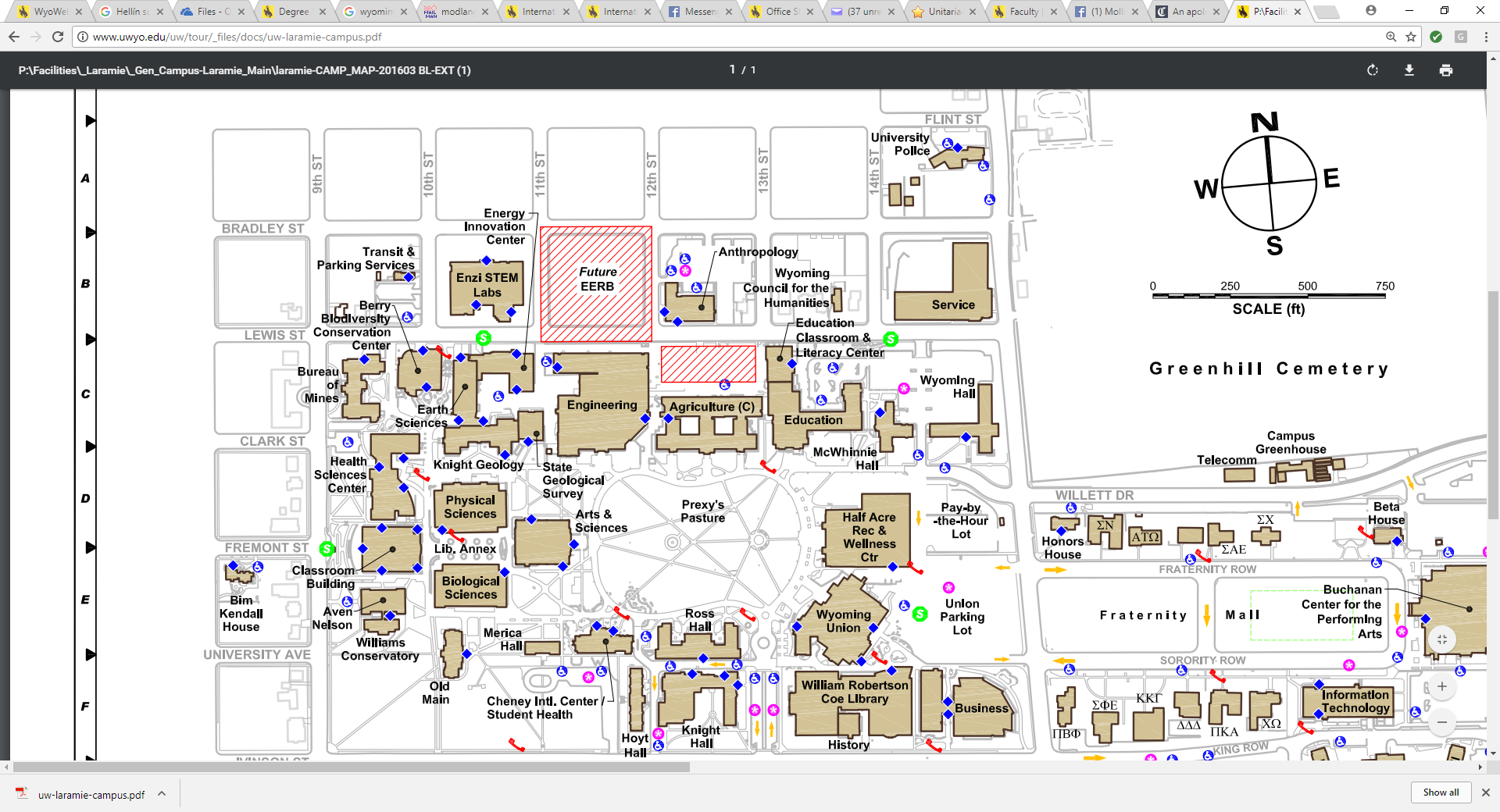
[www.uwyo.edu/calendar](http://www.uwyo.edu/calendar) (UW Events) or

<www.laramiemainstreet.org> (Laramie Downtown Events)

[visitlaramie.org/plan-your-trip/events-calendar/](http://visitlaramie.org/plan-your-trip/events-calendar/) (Laramie Community Events)

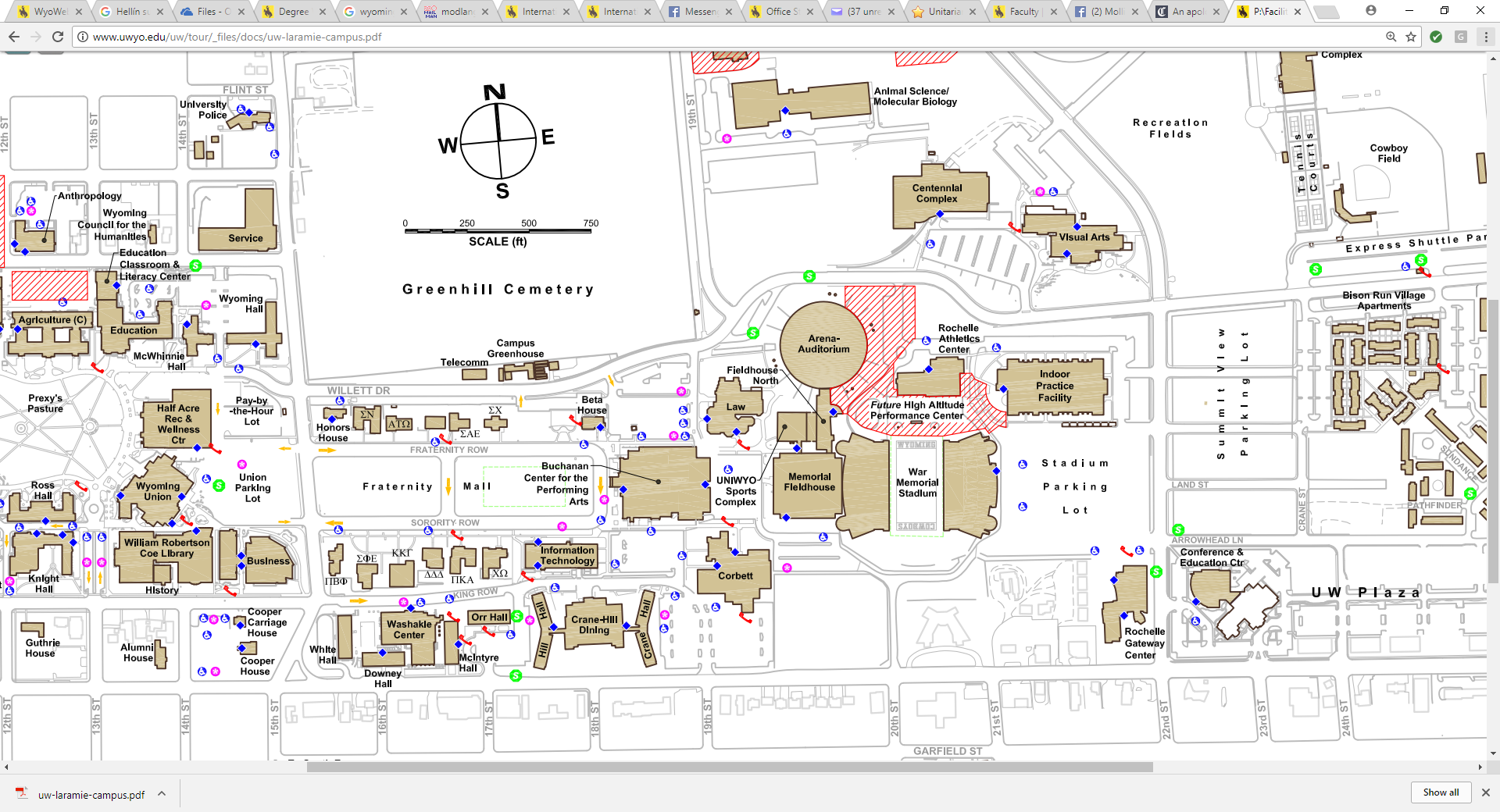
### Maps

Campus West:



### You Are Here

**Campus East:**



More Maps and Virtual Tour Available Here:

<http://www.uwyo.edu/tour>

### Official University Hours:

During academic year –

Monday-Friday 8:00 a.m. to 5:00 p.m.

During summer months –

Monday-Friday 7:30 a.m. to 4:30 p.m.

### SLCE: Service, Leadership & Community Engagement

During your stay as a graduate student, get involved in service, leadership and community engagement. There are many volunteer opportunities available on campus, including alternative breaks, the Big Event, community volunteering, and National Days of Service.

For more information: <https://www.uwyo.edu/union/slce/>

### SafeRide

SafeRide is an on-call public transportation service that operates late nights on the weekends to offer nonjudgmental "safe" rides home. Rides are offered to UW students, faculty, staff, and Laramie community members and visitors.  SafeRide's service areas include the Laramie city limits. However, SafeRide will not pick-up/drop-off at specific locations within downtown Laramie. Riders wishing to be picked-up/dropped-off downtown will need to utilize the SafeRide office located at 3rd Street & Garfield. There is no on-board fare for utilizing SafeRide.

**Hours of Operation**

**Academic Year:** Thursday, Friday, and Saturday nights from 9:00 pm - 2:00 am

**Summer:** Friday and Saturday nights from 9:00 pm - 2:00 am

**Request a Ride**

Riders requesting rides simply call 307-766-7433 (307-766-RIDE).

Be sure to notify the dispatcher if a rider requires a lift and/or wheelchair tie downs.

# Overview of the Program

Welcome to the Spanish Section of UW's Department of Modern & Classical Languages (MCL). As a department of foreign languages, literatures, and cultural studies, we prepare our students for life and careers in an increasingly global world. Our program in Spanish enables students to combine their language training with interdisciplinary study of the regions where their language is spoken.

Admission to the graduate program in Spanish is open to students who have completed an undergraduate major, or the equivalent, in the same subject and who meet the minimum requirements set forth in this *Catalog*.

Students entering the graduate program from other institutions may be required to make up visible deficiencies in areas covered by required courses in this department's undergraduate programs. Program Specific Degree Requirements

Degree requirements are based on the university minimum requirements.

Undergraduates contemplating advanced work in all fields should remember that many graduate schools require a reading knowledge of at least one foreign language for admission to candidacy for an advanced degree. Accordingly, they should plan to begin study in a foreign language early in their undergraduate years so that their progress toward an advanced degree will not be delayed later.

## Classes

Graduate students should enroll in no more than nine credits (three classes) of 4000-level coursework. A list of courses in the department is below.

**4070. Fourth Year Spanish I. 3.** Intensively reviews grammar and composition-skill development. Also emphasizes specialized lexicons, written and oral translation and conversational fluency. *Prerequisite:* SPAN 3060 or consent of instructor.

**4080. Fourth Year Spanish II. 3 (Max. 9).** Encompasses special topics in language such as syntax, morphology, discourse and Spanish for special purposes (e.g. business, medicine). *﻿Prerequisite:* SPAN 3030 or SPAN 3050.

**4090. Spanish Phonetics and History of the Language. 3.** Provides a practical guide to description and performance of Spanish phonological system and general survey of the language's historical development, as well as major dialectical variations. Dual listed with SPAN 5090. *Prerequisite:* SPAN 2030; SPAN 3050 and 3060 highly recommended.

**4095. Advanced Translation. 3 (Max. 6).** A practical approach to translating techniques and elements of oral interpretation. *Prerequisite:* SPAN 3060 or consent of instructor.

**4125. Spanish-Language Literatures of the Americas. 3 (Max. 9).** Examines Spanish American literature from a wide variety of perspectives: geographical regions (e.g. Caribbean, Andean, greater Mexico), theme (e.g. revolution, borders), period (e.g. Colonial, 19th century), or genre (e.g. poetry, theatre, film, non-fiction). *Prerequisite:* SPAN 3050 or equivalent. SPAN 3120 highly recommended.

**4130. Masterpieces of Spanish Renaissance Literature. 3.** Studies Spanish Renaissance, taking into consideration social, political, economic, religious, philosophical and aesthetic aspects of the culture as a context for and as reflected in the literature. Dual listed with SPAN 5130. *Prerequisites:* SPAN 3030 or SPAN 3050, and SPAN 3140.

**4140. Masterpieces of Spanish Baroque Literature. 3.** Studies Spanish Baroque, taking into consideration social, political, economic, religious, philosophical and aesthetic aspects of the culture as a context for and as reflected in the literature. Also covers relationship between Spanish Renaissance and Baroque. Dual listed with SPAN 5140. *Prerequisites:* SPAN 3030 or SPAN 3050, and SPAN 3140.

**4150. Spanish Romanticism. 3.** Comprehensively studies romantic movement in Spain. Includes close reading and commentary of texts by authors such as Espronceda, Rivas, Zorrilla, Becquer and de Castro. Dual listed with SPAN 5150. *Prerequisites:* SPAN 3030 or SPAN 3050, and SPAN 3140.

**4170. Contemporary Spanish Prose. 3.** Examines contemporary prose fiction of Spain. Studies authors who gained recognition before and after the 1936 Spanish Civil War. *Prerequisites:* SPAN 3030 or SPAN 3050, and SPAN 3140.

**4180. Advanced Cultural Studies in Hispanic Lit/Media. 3.** Advanced analysis of Hispanic cultural phenomena. Focus on the Spanish-speaking cultures of Spain or the Spanish-speaking Americas or both. The Texts consulted vary according to instructor and may include the visual arts, such as film, paintings, and performance, academic theory, websites, and other fiction and non-fiction readings. Dual listed with SPAN 5180. *Prerequisite:* SPAN 2140 or equivalent and one 4000-level course.

**4190. 20th and 21st Century Spanish-American Texts. 3.** Provides students the opportunity to study representative literary texts that reflect the tendencies and trends in 20th and 21st century Spanish language works of the Americas. Dual listed with SPAN 5190. *Prerequisite:* 6 hours of Spanish at the 4000 level.

**4200. Introduction to Research. 3 (Max. 9). [WC<>COM3]** Senior seminar on a topic varying from year to year. Includes study of standard bibliographical guides. Minimum of 3 hours recommended for majors. *Prerequisite:* SPAN 3030 or SPAN 3050 and 3 hours of 4000 or 5000-level courses.

**4260. The Realist Novel in Spain. 3.** Studies major novelists of 19th century Spain from 1850 until Generation of ‘98. Dual listed with SPAN 5260. *Prerequisites:* SPAN 3030 or SPAN 3050, and SPAN 3140.

**4600. Special Topics in Spanish. 1-6 (Max. 12).**Presents a variety of significant literature, language, or cultural topics in Latin American, Peninsular, and other Spanish-speaking communities. *Prerequisite:*SPAN 3030 or SPAN 3050.

**4990. Advanced Independent Study. 1-3 (Max. 6).** Encompasses special projects to meet needs of individual students, designed in consultation with instructor. *Prerequisite:* SPAN 3030 or SPAN 3050.

**5090. Spanish Phonetics and History of the Language. 3.** A practical guide to the description and performance of the Spanish phonological system and a general survey of the language's historical development as well as if its major dialectical variations. Dual listed with SPAN 4090. *Prerequisite:* SPAN 2030; SPAN 3050 and 3060 highly recommended.

**5100. Hispanic Thought. 3.** An intensive study of a topic, author, or philosophical movement. Designed for upper level and graduate students. *Prerequisite:* 12 hours of Spanish literature at 4000-5000 level.

**5110. Peninsular Spanish Literature. 1-3 (Max. 9).** An intensive study of a topic or an author. Designed for upper level and graduate students. *Prerequisite:* 12 hours of Spanish literature at 4000-5000 level.

**5120. Spanish American Literature. 1-3 (Max. 9).** An intensive study of a topic or an author. Designed for upper level and graduate students. *Prerequisite:* 12 hours of Spanish literature.

**5130. Masterpieces of Spanish Renaissance Literature. 3.** A study of the Spanish Renaissance, taking into consideration social, political, economic, religious philosophical, and aesthetic aspects of the culture as a context for and as reflected in the literature. Dual listed with SPAN 4130. *Prerequisite:* SPAN 2140 or equivalent.

**5140. Masterpieces of Spanish Baroque Literature. 3.** Studies of the Spanish Baroque, taking into consideration social, political, economic, religious, philosophical, and aesthetic aspects of the culture as a context for and as reflected in the literature. Also covers the relationship between the Spanish Renaissance and the Baroque. Dual listed with SPAN 4140. *Prerequisites:* SPAN 3030 or SPAN 3050, and SPAN 3140.

**5150. Spanish Romanticism. 3.** A comprehensive study of the romantic movement in Spain. Close reading and commentary of texts by representative authors including Espronceda, Rivas, Zorilla, Becquer and de Castro. Dual listed with SPAN 4150. *Prerequisite:* SPAN 2140 or equivalent.

**5160. Graduate Readings. 1-5 (Max. 6).** *Prerequisite:* graduate standing.

**5170. Special Problems. 1-2 (Max. 6).** *Prerequisite:* graduate standing.

**5180. Advanced Cultural Studies in Hispanic Lit/Media. 3.** Advanced analysis of Hispanic cultural phenomena. Focus on the Spanish-speaking cultures of Spain or the Spanish-speaking Americas or both. The Texts consulted vary according to instructor and may include the visual arts, such as film, paintings, and performance, academic theory, websites, and other fiction and non-fiction readings. Dual listed with SPAN 4180. *Prerequisite:* SPAN 2140 or equivalent and one 4000-level course.

**5190. 20th and 21st Century Spanish-American Texts. 3.** Provides students the opportunity to study representative literary texts that reflect the tendencies and trends in 20th and 21st century Spanish language works of the Americas. Dual listed with SPAN 4190. *﻿Prerequisites:*﻿ 6 hours of SPAN at the 4000-level.

**5260. The Realist Novel in Spain. 3.** Studies of the major novelists of nineteenth century Spain from 1850 until the Generation of ‘98. Dual listed with SPAN 4260. *Prerequisite:* SPAN 2140 or equivalent.

**5900. Practicum in College Teaching. 1-3 (Max. 3).** Work in classroom with a major professor. Expected to give some lectures and gain classroom experience. *Prerequisite:* graduate status.

**5920. Continuing Registration: On Campus. 1-2 (Max. 16).** *Prerequisite:* advanced degree candidacy.

**5940. Continuing Registration: Off Campus. 1-2 (Max. 16).** *Prerequisite:* advanced degree candidacy.

**5959. Enrichment Studies. 1-3 (Max. 9).** Designed to provide an enrichment experience in a variety of topics. Note: credit in this course may not be included in a graduate program of study for degree purposes.

**5960. Thesis Research. 1-12 (Max. 24).** Designed for students who are involved in research for their thesis project. Also used for students whose coursework is complete and are writing their thesis. *Prerequisite:* enrollment in a graduate degree program.

**5990. Internship. 1-12 (Max. 24).** *Prerequisite:* graduate standing.

## Faculty

**Joy Landeira, Department Head and Professor of Spanish**

BA, MA University of Wyoming

PhD University of Colorado, Boulder

Joy Landeira is Professor of Spanish and Head of the MCL Department. She is also Executive Director of the Rocky Mountain Modern Language Association, headquartered at the University of Wyoming, and the Managing editor of RMMLA’s academic journal, *Rocky Mountain Review of Languages and Literature.*

**Research Interests:**

Professor Landeira’s research interests focus on twentieth and twenty first century poetry and narrative of Spain, Latin America, and the Hispanic United States. She has written three books, and dozens of juried articles and book reviews:

*Ernestina de Champourcin: Vida y Literatura.*Ferrol: Sociedad de Cultura Valle-Inclán, Esquío de Poesía, Ensaio series, 2005. ISBN # 849528955-5.

*Una rosa para Ernestina: Ensayos en Conmemoración del Centenario de Ernestina de Champourcin.* Ferrol: Sociedad de Cultura Valle-Inclán,  2006. ISBN # 849528973-3.

*Jaiku Compostelano.*Santiago de Compostela, Spain: Follas Novas, Los Libros del Caracol, 2012. ISBN # 978-84-695-4343-6.

**Irene Checa-Garcia, Assistant Professor, Spanish Linguistics**

B.A. Spanish, University of Granada  
M.A. Linguistics, University of Granada  
Ph.D. Spanish Linguistics, University of Almería

Professor Checa-Garcia specializes in Hispanic Linguistics, using a usage-based approach for its study, Corpus Linguistics, and Conversation Analysis. In addition, she has collaborated with people in order disciplines, such as communication disorders and spatial statistics. She is currently the director of the Linguistics Lab at Hoyt.

**Research interests**

Professor Checa-Garcia’s research interests include resumptive pronouns, functional motivations for grammar, toddlers requests, pragmatics and grammar interface, corpus linguistics, conversation analysis, and insubordination.

**Conxita Domènech, Associate Professor, Spanish Literature**

B.A. Licenciatura Universitat Autònoma de Barcelona   
M.A. University of Colorado Boulder   
Ph.D. University of Colorado Boulder

Professor Domènech has published two books:La Guerra dels Segadors en comedias y en panfletos ibéricos: Una historia contada a dos voces (1640-1652) and Letras hispánicas en la gran pantalla: De la literatura al cine. She has also co-edited three collective volumes. Her teaching includes peninsular literature and Spanish language.

**Research Interests**

Professor Domènechˈs research interests include Catalan and Castilian theater from the Baroque period. Her current project examines the representation of the Catalan Secession War in Castilian and Catalan plays and pamphlets.

**Camilo Jaramillo, Assistant Professor, Spanish Literature**

BA Literatura, Universidad de los Andes, Bogotá, Colombia, 2007.

Ph.D. Hispanic Languages and Literatures, University of California – Berkeley, 2016.

Camilo Jaramillo works on modern and contemporary Latin American literature and visual culture. His research focuses on the aesthetics and politics of representations of nature, particularly of the Amazon rainforest.

**Research Interests:**

Professor Jaramillo’s research interests include Latin American literature from the 19th, 20th, and 21st-centuries, representations of nature, ecocriticism, and the intersection between environmentalism and literature, race, gender, and class in Latin American culture, postcolonial theory and literature, Latin American novel and theory of the novel, literature from the Caribbean, Colombia, Brazil, and Argentina, and Latin American cinema and visual culture.

## World Languages Day

World Languages Day (WLD) is Wyoming’s state championship of foreign language study. The main event is a poetry and drama contest, in which the students compete in a number of categories. There are also booths and activities to generate excitement about world languages and other fields of international study. A resource fair reveals opportunities available at UW.

UW Spanish Graduate Students are expected to serve on a committee and/or judge a language competition for our annual event, World Languages Day. This service component of the graduate program helps students build leadership skills as graduate students work closely with faculty and staff in planning and executing a 300+ visitor conference-like event each March. Students should save mark their calendars to be involved in this event, which takes place the first weekend in March.

## Salary Medical Insurance, and Tuition Reimbursement

The total compensation package, including stipend, tuition, fees, and health insurance is approximately $28,000 for international students and $24,000 for domestic students. The stipend paid is $12,078 for all graduate teaching assistants. The payment cycle is nine months from September through May. Salary for each graduate student is approximately $1,300 per month before taxes although students earn more in December and less in January due to the winter break.

For more information about the duties of the graduate teaching assistant, please see p. 23.

# Required Sequence of the Graduate Program

Forms discussed below can be found online at <http://www.uwyo.edu/registrar/students/graduate_student_forms.html>

Form Submission and Approval Process

1. Formation of the Graduate Committee – must be on file with the Office of the Registrar by the end of the second semester
2. Presentation of Thesis Prospectus -- must be presented to department by end of the first semester of graduate work
3. Program of Study – must be on file with the Office of the Registrar by the end of the second semester of graduate work.
4. Anticipated Graduation
5. The Defense
6. Report of Final Examination Results

|  |
| --- |
| SPANISH—Semester 1 |
| Pedagogy [shared—Eng] (3) |
| Linguistics [shared—Eng/Sp] (3) |
| SP 4000/5000 cult/ling/lit (3) |
|  |
|  |
| **Form Thesis Committee** |

|  |
| --- |
| SPANISH—Semester 2 |
| SP 4200/LANG Intro Research(3) |
| SP 4000/5000 Literature (3) |
| SP 4000/5000 Ling or Lit (3) |
|  |
| **Program of Study & Thesis Proposal** |

|  |
| --- |
| SPANISH—Semester 3 |
| Theory [shared—Eng] (3) |
| SP 4000/5000 Linguistics or Lit. (3) |
| OUTSIDE the dept class (3) |
|  |
| **Thesis Prospectus** |

|  |
| --- |
| SPANISH—Semester 4 |
| Thesis/Paper (4) |
| Turn in Anticipated Graduation Form (Office of the Registrar) |
|  |
|  |
| **Defend Thesis & Graduate** |

1. Goal of thesis/paper:To show application of research methodology to a given question or problem. Linguistics—Analysis of empirical data. Demonstrate proper use of APA style and mechanics. Literature—Analysis that incorporates appropriate theory. Demonstrate proper use of MLA style and mechanics.
2. Length of the thesis: A well-written publishable article minimum 20 pages (8000 words). Can be expanded from a class paper, double in size with exhaustive, possibly annotated bibliography.
3. Written in language of greatest proficiency.
4. Presentation of thesis proposal, prospectus and defense to demonstrate professional communication skills.

## Graduate Committee Formation

<http://www.uwyo.edu/registrar/_files/docs/committee_assignment.pdf>

By the end of your second semester of graduate work, you should have a Committee on file with the Department and the Office of the Registrar.  If at any time you need to make a change to your approved Committee, please submit a Committee Change Form.

Commitees must consist of at least three members, two within the department and one outside member from a different department at the University of Wyoming.

Chair: The Chair serves as the primary resource for student direction and sees that all steps of the graduate program proceed in a timely fashion. Any tenure track faculty or extended term academic professional who holds a terminal degree, emeritus faculty or faculty who serve via University-Agency cooperative agreements may serve as chair for granting degrees within their academic home. In most cases, annually appointed academic faculty (temporary, visiting research professor, clinical professor and professor of practice should not generally chair graduate committees).

Co-Chair: Any faculty capable of serving as Chair and any extended term Academic Professional who does not hold a terminal degree but who demonstrates a record of research or creative activity appropriate to the student’s degree may serve as a committee co-chair.

Outside member: The role of the Outside member is to uphold the rigor and fairness of the graduate process. An outside member must be a tenured UW faculty with demonstrated experience in service on UW graduate committees, and whose academic home is outside of the degree-granting unit.

Required members- Required members are needed to compose a full committee (a total of 3 for Masters and Ed.D. and 5 members on Ph.D. committees). Required members include any UW faculty who is active in a research or creative program pertinent to the student’s degree. Required members must hold a degree equal to or higher than the degree sought by the student. (Written exception requests are possible and the student should consult with the department head or their chair to consider an exception).

External members: Individuals not employed by UW may serve if they hold a degree equal to or higher than the degree the student seeks and who hold expertise within the student’s discipline. External members may not replace Outside members. Other members: Any UW faculty capable of serving in other committee roles and any UW faculty or academic professional may serve as additional committee members without seeking an exception.

Additional faculty including annually appointed academic faculty, can be added to any committee for their expertise as desired. Students should limit the number of committee members to ensure that timely meetings and committee function is not compromised by unwieldly committee size. In no case can the total of External and other members out-number required members. Exceptions in committee service are proposed by the Department Head and approved by the College Dean and Academic Affairs. In some cases, individual faculty with particular expertise can be approved for exceptions to the service roles described above. Students should consult first with their committee chair and the department to pursue an exception in forming their graduate committee.

For more on the Committee Formation Policy, see <http://www.uwyo.edu/uwgrad/_files/docs/grad_committee_formation_policy.pdf>

## Thesis Development: Proposal and Prospectus

Modern and Classical Languages is starting a new process to require MA candidates to prepare both a thesis proposal and a thesis prospectus. The thesis proposal will be presented in front of assorted faculty and graduate students on across the spring semester (second semester of studies). The thesis prospectus is defended in front of your thesis committee, ideally by the end of the first year (but this will vary based on your project), and is a much more detailed and developed document. Both documents should be developed through frequent consultation with faculty and ultimately your thesis advisor.

### Thesis Proposal

An academic research proposal is expected to contain these elements:

A rationale for the choice of topic, showing why it is important or useful within the concerns of the discipline (area of focus) in which you are writing.  It is sensible also to indicate the limitations of your aims.  In other words, don't promise what you can't possibly deliver. Often it is helpful to begin with a research question that you would like to investigate/attempt to answer.

An outline of your intended approach or methodology (with brief comparisons to existing published work), and a brief timeline/ plan for research (including travel) and writing.

Give enough detail to establish the feasibility of your proposal, but not so much as to bore your reader, which in this case is a general audience of Modern and Classical Language faculty and students.

This is a 2-3 page document exploring various theoretical frames/justification, questions, and respective methodological approaches appropriate for your project.

This is a model for funding proposals and fellowships you might apply for (if you are doing fieldwork) in order to complete your research, hence the short length.

The purpose of the public thesis proposal presentation is to demonstrate your success at moving through the MCL MA program and to get your interests known amongst faculty and graduate students.

### Research Prospectus

A research prospectus is a much more detailed plan than the thesis proposal for conducting a study. Nonetheless, it is still a *preliminary* proposal, and things may well change as your research develops. In completing this task, you should be sure to consider at least the following:

Statement of the Problem

What is the problem you wish to investigate?

How would this research add to the field of study?

What is the purpose of this study?

Research Questions

Hypothesis/Thesis

Review of Literature

What does the literature suggest about this problem?

What is the focus of the literature to date on this problem?

What are the indications or the direction the research might take?

Is this a well-studied phenomena or something that is obscure?

What parts of the problem have already been explored?

How is your study unique?

Methodology

Research design

Description of Sample

Instrumentation

Procedures

Analysis of Data

How do you intend to answer your research questions?

What is the quantitative or qualitative method to be used?

Anticipated Difficulties and Pitfalls

What kind of difficulties and pitfalls might you expect in doing a study of this type? What will you do to prevent them or minimize their effects?

This should be a thoughtful, reflective paper that presents a balanced view of the proposed study - both its problems and its opportunities. It is defended in front of your committee and approved by them as a sign that your preliminary work merits further research with the aim of producing a substantial and successful research project.

## Program of Study

<http://www.uwyo.edu/registrar/_files/docs/programofstudy_masters.doc>

If your research involves human subjects, you must consult with the [Office of Research and Economic Development](http://www.uwyo.edu/research/).  A copy of the approval letter for Human and Animal Subject Approval forms must be included in the appendix of your thesis or dissertation.

As you write your defense, keep the format in mind: MLA formatting. Here are Five Pages you need to get your thesis approved: <http://www.uwyo.edu/registrar/_files/docs/five-pages.docx>

The following Thesis Guide is a helpful tool: <http://www.uwyo.edu/registrar/_files/docs/thesis.pdf>

## Anticipated Graduation

**All students must**[**declare their graduation**](http://www.uwyo.edu/registrar/_files/docs/AnticipatedGradDate.pdf)**dates in writing to the Office of the Registrar. This may be sent through the mail (Dept. 3964, 1000 E. University Ave., Laramie, WY 82071) or by fax to 307-766-3960, or via email to** [registrar@uwyo.edu](mailto:registrar@uwyo.edu)**. There is also a graduation fee which can be paid online.**

[Anticipated Graduation Date](http://www.uwyo.edu/registrar/_files/docs/AnticipatedGradDate.pdf)  may be submitted at any time, but should be submitted as early in the term of graduation as possible. Upon receipt of the form, your Degree Analyst will verify that all course requirements have been met. If discrepancies are found, the Degree Analyst will contact you with instructions on how to resolve them. Your Degree Analyst will also verify that you have registered for a minimum of one semester hour for the current semester. If you have questions, please contact the appropriate Degree Analyst.

Any change in your graduation date should be reported in writing immediately to your Degree Analyst.

For the College of Arts and Sciences, the Degree Analyst is Danielle Mahlum: 307-766-6647 [dmahlum@uwyo.edu](mailto:dmahlum@uwyo.edu)

## The Defense

A formal public announcement of thesis and dissertation defenses is required. Contact your department for specific procedures. A copy does not need to be provided to the Office of the Registrar.

Prior to the defense, complete the Report of Final Examination form and take it to the defense.

**After the Defense**

The deadline for submission of all graduate student graduation paperwork (including submission of the thesis or dissertation) is the last day of classes for the semester.

Following the defense and when all committee signatures have been secured (note: committee chairs may delay signature until all necessary changes to the thesis/dissertation/non-thesis paperwork have been made and approved), submit the form to the Office of the Registrar.

After submission of the [Report of Final Examination Results](http://www.uwyo.edu/registrar/students/Graduate_Student_Forms.html) form indicating all changes/revision have been made and the thesis/dissertation is approved for final submission, student will submit the document for format review and final electronic publication to [ProQuest](http://www.etdadmin.com/cgi-bin/school?siteId=98). You will be advised if additional corrections are required.

If you have not previously done so, [pay your graduation fees online](https://secure.touchnet.net/C27222_ustores/web/store_main.jsp?STOREID=22&SINGLESTORE=true) or at the Cashier's Office, Knight Hall 170. Thesis/Dissertation publication fees will be made directly to ProQuest.

## Graduation/Diploma Information

Your name will be printed on your diploma as it appears on WyoRecords, unless youspecify differently. Likewise, the diploma will be mailed to your permanent address unless you contact the Office of the Registrar You may check both of these through [WyoRecords](http://wyoweb.uwyo.edu/). If you would like to change either one, you may stop by the Office of the Registrar or print, fill out, and return [Anticipated Graduation Date form](http://www.uwyo.edu/registrar/_files/docs/AnticipatedGradDate.pdf). Any changes must be made by this date.

**By Final Day of Semester These Tasks Must Be Complete:**

* The graduation fee of $25.00 ([pay online](https://secure.touchnet.net/C27222_ustores/web/store_main.jsp?STOREID=22&SINGLESTORE=true)) is due in the Cashier's Office, Knight Hall 170 on the final day of classes of the semester. After this date, an additional $5.00 fee will be added. If you are receiving more than one degree, $25.00 must be paid for each degree. Students in certificate programs will be charged $12.50 for each certificate completed. If you are an off-campus student, you can either pay online or mail your check to the Office of Registrar (payable to the University of Wyoming) at Dept. 3964, 1000 E. University Ave., Laramie, WY 82071.
* All course requirements must be completed, including main campus classes and courses through the Outreach School.
* Any financial obligations with the university must be cleared. If you have a financial hold on your records, you cannot receive copies of your transcripts and your diploma will not be sent to you until the obligations are satisfied.
* If you are taking courses at another academic institution for your degree, all official transcripts must be received by the Office of the Registrar by this date. For the transcripts to be official, you must request that the transcripts be sent directly from the institution to the University of Wyoming Office of the Registrar.
* Any incomplete grade ("I") must be removed and a grade assigned by this date or you will not graduate in this term.

When the degree verification process is complete, degrees will be posted to student records.

Three Months After Graduation:

Diplomas will be mailed to those students who successfully met all graduation requirements. Students who did not successfully complete requirements will be notified in writing and will be provided with a change of graduation date form.

# Computer Resources

## Email

WyoWeb and UWYO Email are the official electronic means by which the university will communicate with campus constituents, including students, faculty and staff.

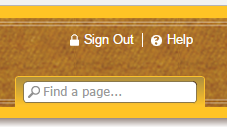
It is expected that all campus constituents will anticipate receipt of business and official correspondence via these means and they will monitor their content on a regular basis. Use of non-UWYO email accounts is not supported or recommended for dissemination of official university communication for those having UWYO email accounts due to potential problems with security and reliability.

## https://uwyo.teamdynamix.com/TDPortal/Images/Viewer?fileName=1f83e90a-f517-4446-b114-c4492dd681f9.pngWyoWeb

<http://wyoweb.uwyo.edu>

WyoWeb is a landing page with links

to a variety of student, faculty, and staff resources.

On the WyoWeb homepage there are links to resources that require a login. These are marked with a red padlock. Clicking on any of these links will bring you to a login page where you log in using your UW username and password. If there is no red padlock, a username and password are not needed.

Note: the Sign Out link is in the upper right hand corner.

**Username and Password**

**If you are new to the university:** To obtain your username and initial password, go to [http://wyoweb.uwyo.edu](http://wyoweb.uwyo.edu/), and click **Obtain Username and Initial Password**found in the top right hand corner. If you are new to the University of Wyoming, UW accounts and initial passwords are pre-created for all UW faculty, staff, and students once their information has cleared either Human Resources (for faculty and staff) or the Admissions Office (for students).

In order to begin using your account, you will need to change the initial password to one of your own choosing. When you log into WyoWeb for the first time, you will be prompted to change your password. You will not be able to use your account to access your UW email, VPN, or other UW network resources until this has been completed.

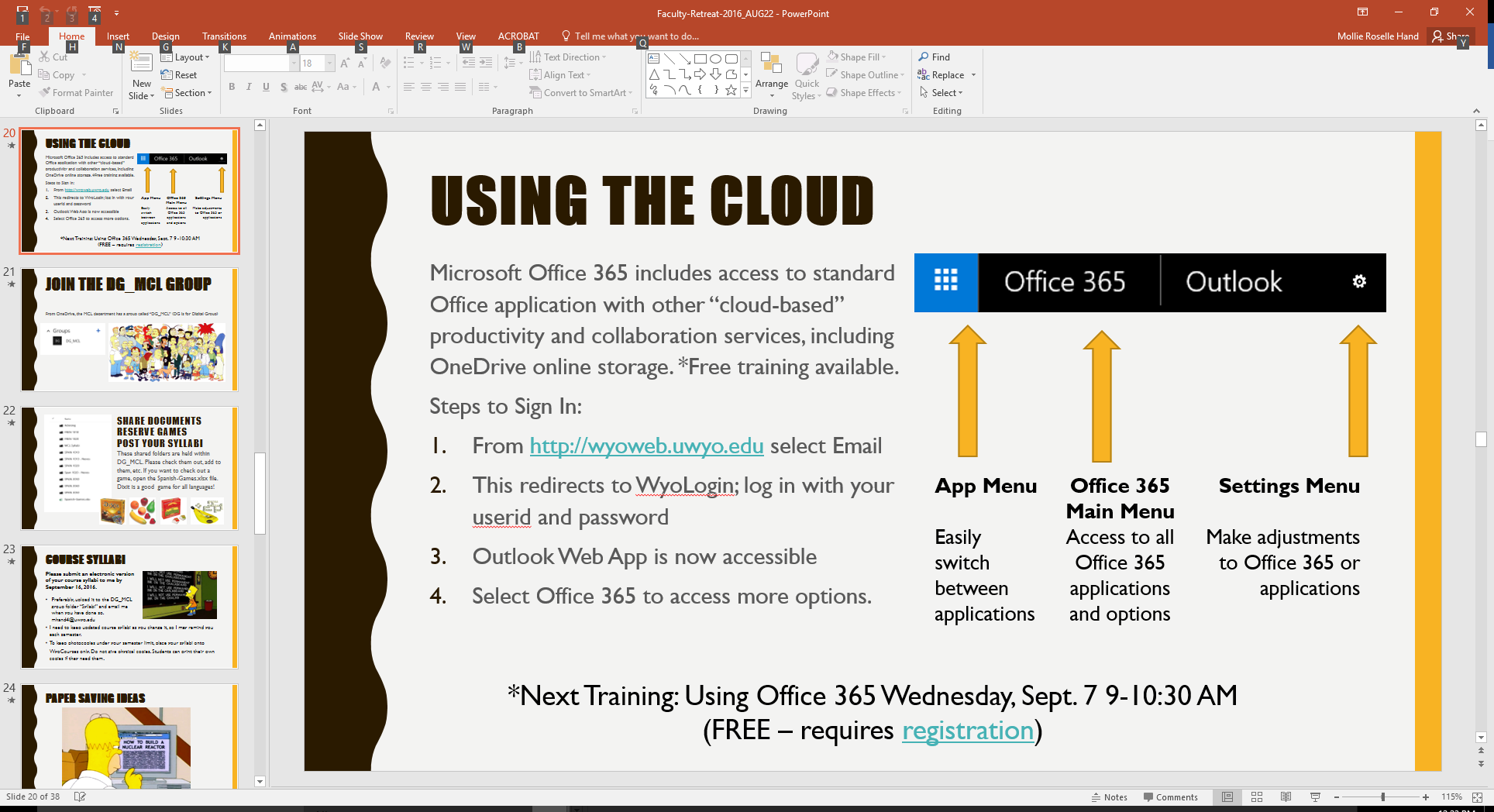
## Change your UW Password

1. Log onto a UW domain computer with your current UW domain username and password.
2. Once logged on, press **CTRL+ALT+DEL**.
3. In the Windows Security window, click **Change a password**.
4. In the Change Password window, in the Username box, Make sure **UWYO\** appears before your username.
5. In the Change Password window, in the Old Password box, type the password you are currently using.
6. In the New Password box, type the password you would like to start using.
7. In the Confirm New Password box, type your new password again and click the circular arrow button to continue.
8. Once the message stating your password has been changed appears, click **OK**. Log off of the computer, and log back in with your new password.

## OneDrive

**Accessing the Cloud**

Microsoft Office 365 is available to UW students while enrolled in classes. It includes access to standard Office applications with other “cloud-based” productivity and collaboration services, including OneDrive online storage.

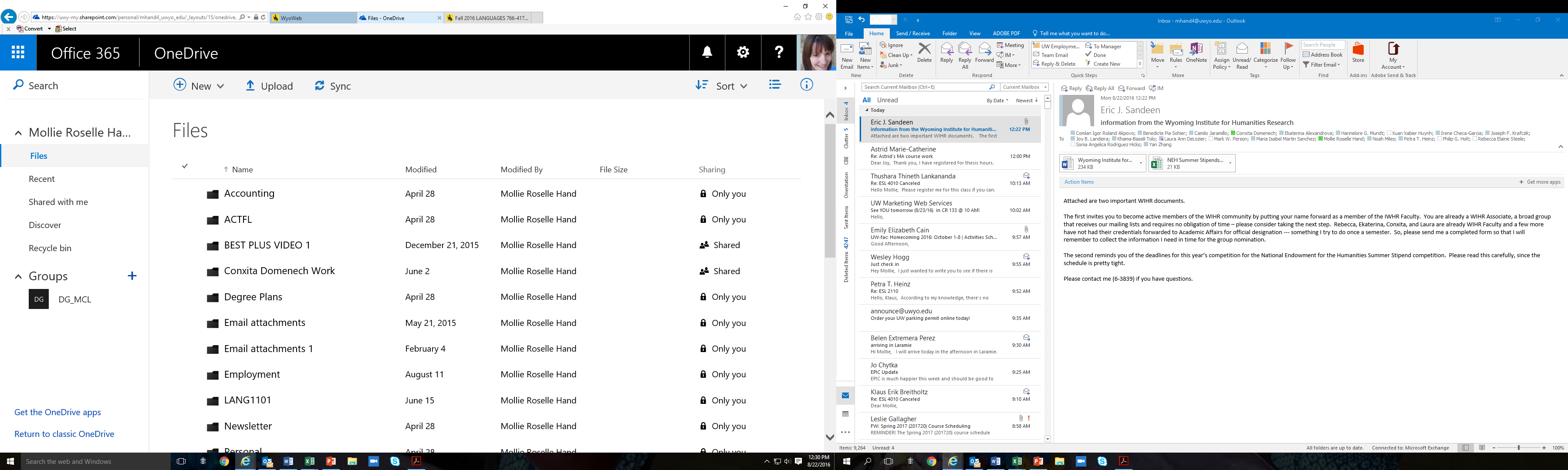
**Steps to Sign In:**

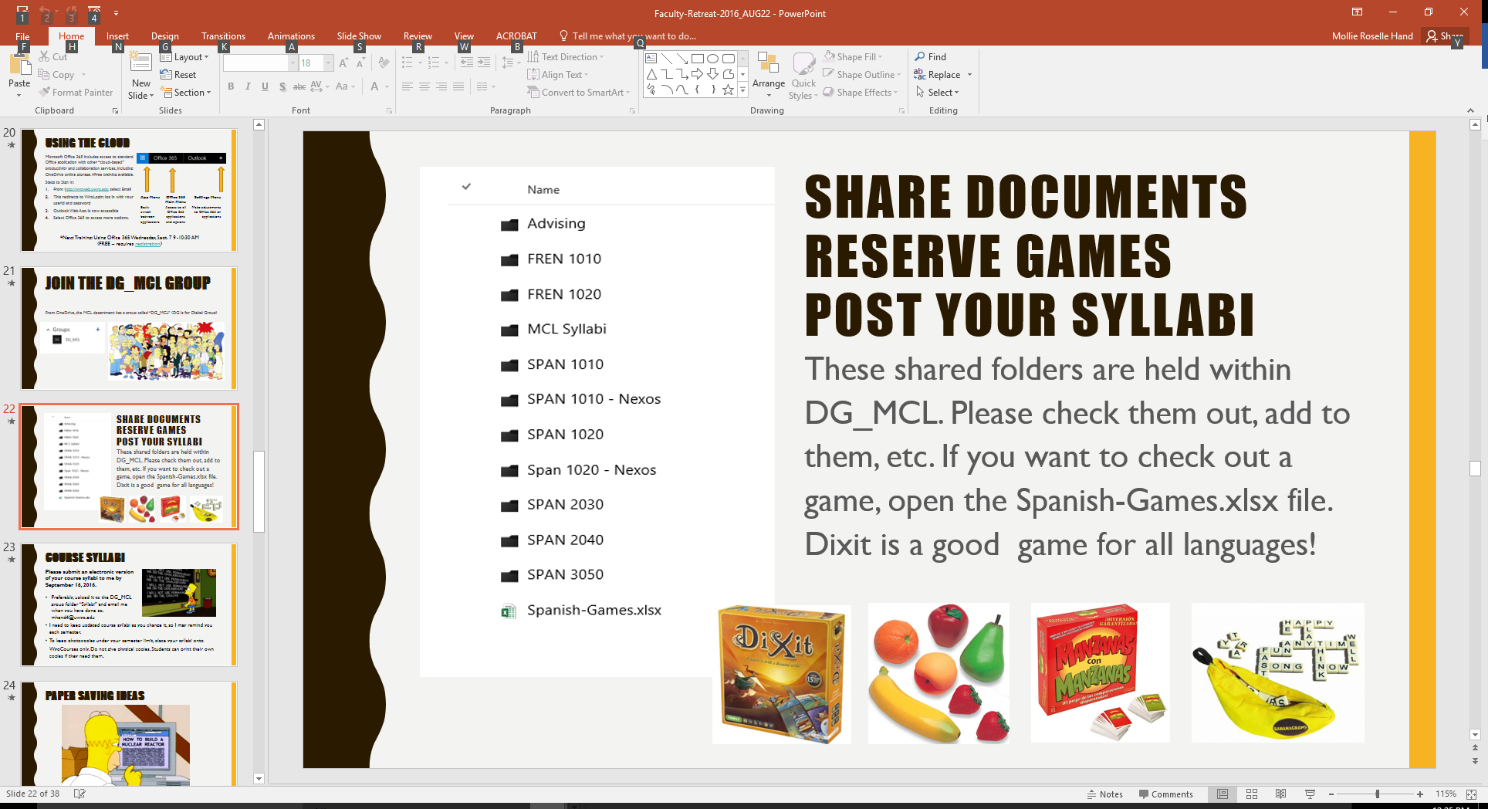
1. From [http://wyoweb.uwyo.edu](http://wyoweb.uwyo.edu/) select Email
2. This redirects to WyoLogin;

log in with your userid and password

1. Outlook Web App is now accessible
2. Select Office 365 to access more options.

**Join the DG\_MCL Group**

****From OneDrive, the MCL department has a group called “DG\_MCL” (DG is for Digital Group)

**Access Shared Course Materials**

# State-Funded GA Assigned Duties

## Job Description and Time Limits

All Section 1 state-funded GA job assignments must include teaching contributions in all semesters of funding:

Notable contributions to traditional teaching related activities should include a mixture of classroom activities such as lecturing or guiding independent classes or labs or leading discussion sections. These activities may be combined with supportive activities outside the classroom. Supportive activities alone do not provide a sufficient teaching experience. The supportive activities below must be coupled with classroom teaching experiences.

* mentoring students individually or in groups, including holding office hours
* supporting instructional labs
* supplemental instruction sessions
* preparation of course material such as tests or study guides, laboratory exercises or demonstrations
* assisting or leading field trips
* involvement in assessment
* grading – although grading is an essential aspect of teaching, this duty should not be the sole responsibility of a state-supported GA. Higher teaching needs certainly exist across the campus. Moreover, a GA whose job consists entirely of grading is not being afforded the opportunity for meaningful face-to-face pedagogical interaction with students. For these reasons, state-supported GAs should spend ***no more than half-time (9 hours per week)*** in grading.
* assisting in development of new courses
* facilitating professional clinics
* supporting educational outreach

Time limits for state-funding of GAs

* Masters students are allowed up to two years of state-funded support
* Masters students enrolled in dual-major degrees (e.g., ENR) are allowed up to 2.5 years of state-funded support
* Doctoral students who enter a program with a masters degree in hand will be allowed up to three (3) years of state funded support
* Doctoral students entering a program with a bachelors degree only can be supported for as many as five (5) years on a state-funded GA

**IV. Minimum stipend amount for full-time (2015-2016 AY) GAs & GA splits**

Full state-funded Masters level - $12,078

Full state-funded Doctorate level - $16,785

* Full GA – 100% cost of tuition and fees (program and special course fees), up to 9 credit hours per semester, cost of full student health ins. For example; $2,748.75 (9 credits tuition and fees) + $34 (Department Computing fee) + $30 (International Fee) +$850 (International Health Insurance) = $3,662.75

* ½ GA – up to 5 credit hours per semester, 50% of fees (program and special course fees), ½ of cost of student health ins. For example; 5 credits tuition and fees + $17 (Department Computing fee) + $15 (International Fee) +$425 (Health Insurance)
* ¾ GA – up to 7 credit hours, 75% of fees (program and special course fees), ¾ cost of student health ins.

**V. Use of: Graduate Student Optional Student Fee Package Petition, for state-funded GAs**

When state-funded graduate student is near the end of their program, and the student may be allowed to take less than 9 credits to finish minimum credits required for graduate course work, and thesis or dissertation research.

For more information, see <http://www.uwyo.edu/uwgrad/_files/docs/ga_job_description_time_limits.pdf>

## FERPA

**What is FERPA?**

The Family Educational Rights and Privacy Act of 1974, as amended (also known as the Buckley Amendment), affords students certain rights with respect to their education records. Specifically, it affords students the right to:

1. inspect and review their education records;

2. request the amendment of inaccurate or misleading records;

3. consent to disclosure of personally identifiable information contained in their education record; and

4. file a complaint with the U.S. Department of Education concerning alleged failures of the institution to comply with this law.

The University of Wyoming strives to fully comply with this law by protecting the privacy of student records and judiciously evaluating requests for release of information from these records. FERPA authorizes the release of "Directory Information" without the student's prior written consent under certain conditions set forth in the Act.

**What is "Directory Information?**

Directory information is information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Following guidelines provided by the FERPA Compliance Office, UW defines the following as Directory Information:

Name

Affirmation of whether currently enrolled

School, college, department, major

Dates of enrollment

Full or part-time status

Degrees received

Honors received

Local address and phone number

Permanent address and phone number

Email address

Participation in officially recognized activities and sports

Weight and height of members of athletic teams

Under the Wyoming Public Records Act, the Office of the Registrar is required to release directory information as requested.

**How does FERPA apply to faculty and staff?**

The law requires faculty and staff to treat students' education records in a legally specified manner.

**Grades:**  Students' scores or grades may be displayed publicly only if names are obscured and a code known only to the faculty member and the individual student (W numbers cannot be used). In no case should the list be posted in alphabetical sequence by student name. Grades, transcripts or CAPP degree audits distributed for purposes of advisement should not be placed in plain view in open mailboxes located in public places.

**Papers:** Graded papers or tests should not be left unattended on a desk in plain view in a public area nor should students sort through them in order to retrieve their own work.

**Class rosters/grade sheets:**  These and other reports should be handled in a confidential manner and the information contained on them should not be disclosed to third parties. Copies of class rosters containing students' SS#s should not be used in the classroom for attendance taking or any other purpose.

**Parents:** Parents, spouses and other relations do not have a right to information contained in a student's education record.

**Employers:**  Employers do not have a right to educational information pertaining to a student.

**Letters of recommendation:**  Do not include information about students' grades or grade point averages in letters of recommendation without the written permission of the student.

**Students' schedules:** Do not provide anyone with a student's schedule; do not assist anyone other than a university employee in finding a student on campus. Refer such inquiries to the Dean of Students' Office.

**Lists of students:** Do not provide anyone with lists of students enrolled in your classes for any commercial purpose. Requests of this nature should be referred to the Office of the Registrar.

**Banner:**  (See next section) Access to the Banner or WyoWeb is not tantamount to authorization to view the data. Faculty are deemed to be "school officials" and can access data in Banner/WyoWeb if they have a legitimate educational interest. UW staff members may obtain access if they have a legitimate educational need to know. A legitimate educational interest exists if the staff member needs to view the education record to fulfill his or her professional responsibility. Neither curiosity nor personal interest is a legitimate educational "need to know."

**When in doubt, contact the Office of the Registrar for guidance at 766-5724.**

## Sexual Misconduct and Duty to Report Training

This required training for ALL University employees and is coordinated by Employment Practices (766-5608).  This training must be completed within six months of employment.

All University employees are responsible for responding to and reporting sexual misconduct.  This course provides background information pertaining to laws and definitions of sexual misconduct, outlines every employee's duty to report and provides information on what happens after an incident is reported.  PLEASE NOTE:  This training is coordinated by the Office of Employment Practices.  Please view their Training Page for more information, including scheduled dates/times.  For questions about this training, please call 766-5608 or email diversity-epo@uwyo.edu.

## Banner

Banner is software that the University of Wyoming uses to set up courses and post grades. You need to have access to Banner in order to be able to post your grades and have access to your online course shell on WyoCourses.

## WyoCourses



Each instructor receives an online course shell on which the course syllabus can be posted, course schedules, assignments, quizzes, links, etc. should also be posted to the course shell.

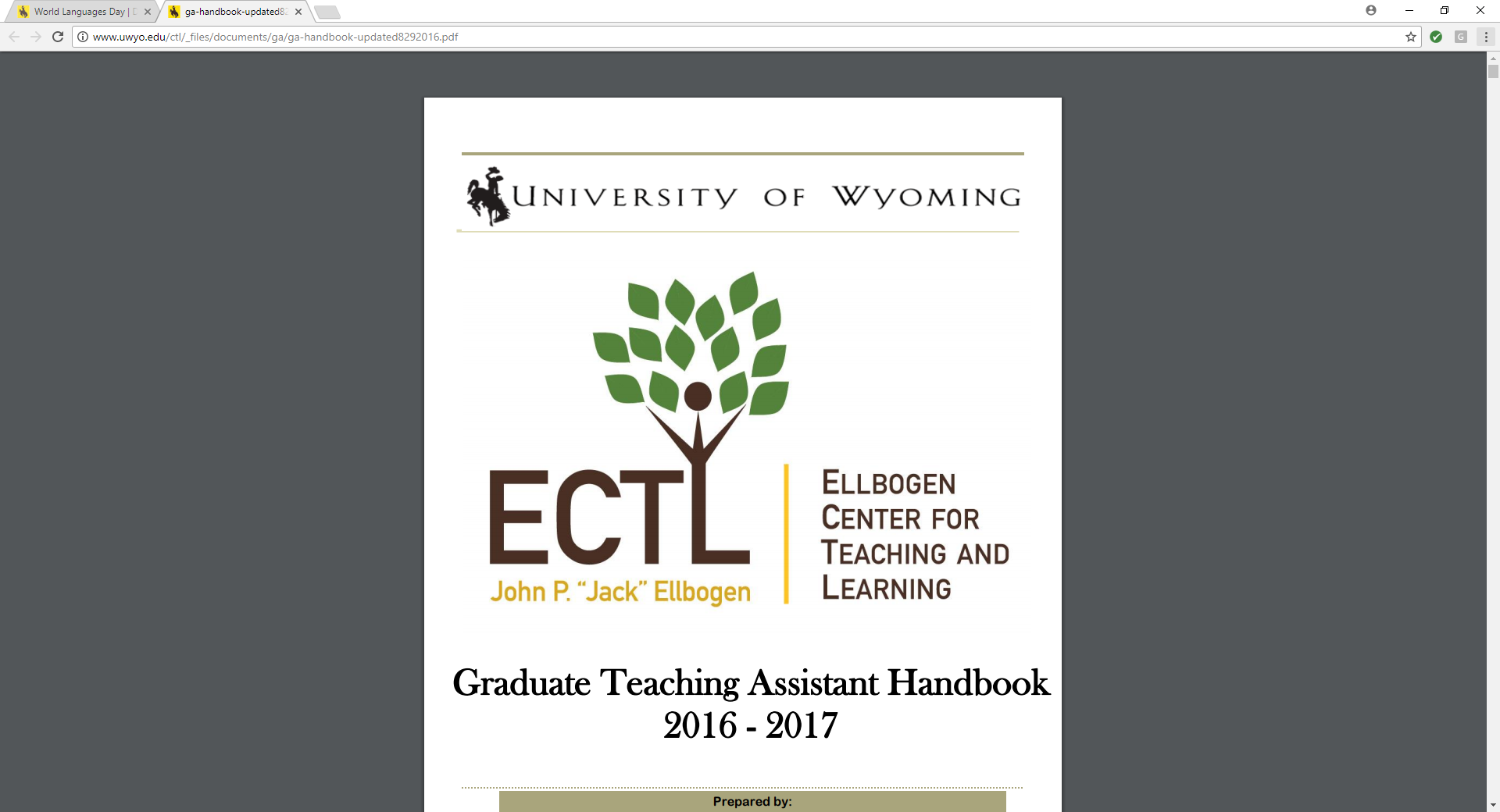
Training is available to learn the WyoCourses basics. Each one hour session will give hands on assistance using some of the advanced tools on WyoCourses. To sign up, visit: <http://www.uwyo.edu/wyocourses/training/>

## Teaching Assistance

In addition to required enrollment in the department’s pedagogy course: LANG 5900, the Graduate Assistant Teaching and Learning Symposium is mandatory for all GAs who have not had teaching experience. It is intended for graduate assistants with first-time teaching responsibilities. Providing our GAs some keys to success in working with our students is critically important. The symposium is designed to introduce GAs to effective ways of working with their students and dealing with issues they may face in the role of the teacher. This is scheduled at the beginning of the fall semester.

## Graduate Teaching Assistance Handbook

The Ellbogen Center for Teaching and Learning has many training opportunities to improve your teaching skills. To facilitate your growth as an effective instructor at the University of Wyoming, a handbook has been created to help you actively engage students and employ a wide variety of strategies to facilitate student learning.



<http://www.uwyo.edu/ctl/_files/documents/ga/ga-handbook-updated8292016.pdf>

## Veteran Friendly Instruction

**Why must Veteran Students be Advised Differently?**

* + The last thing on their minds is to ask for help
  + Faculty and advisors must encourage them to be proactive
  + They have transition difficulties (culture shock)
  + It’s hard for them to be in classes with 18-year-old freshmen
  + They experience alienation from classmates & professors
    - Drastic different life experiences
    - Insensitivity from others when discussing world events

**What should never be said …**

* “Thank you for your service, but I don’t think we should have been there in the first place.”
* “Why did you join? The military is for men.”
* “You’re too rigid to deal with sudden changes.”
* “You’re a mother/wife/husband/father, how could you leave your family while you were deployed?”
* “How did your husband/boyfriend feel about you being around those men?”
* “Do you have post-traumatic stress disorder?”
* “What was the worst thing that happened to you over there?”
* “Have you ever killed anyone?”
* “What was it like over there?”
* “Are you glad to be home?”
* “I know what you’re going through.” “I don’t have a clue about what you’re going through.”
* Never tell a Veteran they should be grateful they made it home alive, get over it, be happy.

**What to say instead …**

* Thank you for your service.
* I’m glad you came to talk to me about …
* I’m going to follow up with you in \_\_\_ days to see if that resource is helpful. If it’s not, we’ll try another approach. (AND THEN FOLLOW UP)
* What is the end result you would like to achieve in this situation?
* Have I addressed all of your questions?
* I’m honored that you shared that experience with me. I have an extreme amount of respect for you.
* There’s someone I’d like to include in assisting with your current experiences. Is it okay with you if we call them or go see them now?
* If a Veteran openly discusses his/her experience … Do not interrupt. Do not minimize. Do not inject your political beliefs about the war. Just listen.

## Class Cancelation Policy

If an absence is scheduled, students to work with other graduate assistants to coordinate a substitution exchange. If canceling a class when no substitute can be obtained, the instructor should inform students well beforehand or, if unforeseen, a message should be posted in the classroom. Call the main office to request help informing students: 307-766-4177.

## Office Hours

Instructors must hold three office hours per week on at least two different days. Send office hours via email to the Office Manager by the start of each semester: [lbarrows@uwyo.edu](mailto:lbarrows@uwyo.edu).

## Academic Honesty

Academic Honesty Academic honesty is expected, and dishonesty will not be tolerated and can lead to expulsion from the College and the University. The University Regulation, 802 rev 2 discusses academic dishonesty in detail. The College of Arts and Sciences procedure guidelines are at <http://uwadmnweb.uwyo.edu/a&s/Appeals_Dishonesty/guidelines_Dishonesty.htm>

Students and teachers are strongly advised to read these regulations.

**Students**

1. It is expected that the academic work the students perform for their courses will be their own work

2. If students are unsure of acceptable practices, such as how to handle cooperative work with other students, they should inquire of the teacher.

3. If the policy regarding educational aids is not specified, students should assume that no aids are permitted on exams.

4. Students should neither receive nor give unauthorized assistance on any assignment, exam, paper, or project.

5. All quotes and ideas from other sources should be properly attributed.

**Instructors**

1. Teachers should make clear their policies on matters of:

• documentation.

• cooperative work with other students.

• educational aids such as calculators and note sheets.

1. Teachers are expected to report suspected violations of academic dishonesty policies to the appropriate authority.

## Course Syllabi

Each instructor must provide a syllabus for each class taught (Unireg 29). A syllabus is a contract between the student and the teacher that makes clear the expectations and requirements the parties are expected to fulfill.

* To keep photocopies under your semester limit, place your syllabi onto WyoCourses only. Do not give physical copies. Students can print their own copies if they need them.
* Please submit an electronic version of your course syllabi to the Academic Advisor within two weeks of the semester’s start: [Mhand4@uwyo.edu](mailto:Mhand4@uwyo.edu)

## Paper Saving Ideas

**Utilize technology and go green!**

WyoCourses or OneDrive provide space for communication, assignment parameters, and scheduling of meetings. If you don’t use these, consider taking a WyoCourse Desgin training and begin.

**Post your test questions on the screen and have students bring blue books to exams.**

If your test contains pictures, be sure that you post the pictures on the smart board and save those eight pages of paper and ink. Consider making only one page with answer responses and have students refer to the pictures on the smart board

**Group Assignments**

Cooperative learning groups are great ways to learn, but they share papers to complete the work thereby also saving paper. Fewer copies = fewer papers to grade!

**Use double sided paper**

Your paper copies ***do*** count double-sided copies as two per page since the ink is expensive, but saving paper whenever you can will help the budget.

**Collaborate**

Work together with your colleagues to share resources. If an online quiz has been created that would work well for your class, share it!

## Games for Classes

In the Academic Advisor’s Office, Hoyt Hall 114, a number of games can be checked out for your use. To reserve, please use the shared OneDrive check-out form in our digital group within Office 365 (see p. 22).

## Language Placement and Credit by Exam

Often, students come to a Spanish class without realizing that their high school Spanish has prepared them for a higher level course than the one they selected. Alternatively, a student may have selected a class for which s/he is not prepared. If this happens, please direct them to see the Academic Advisor, Mollie Hand, to sign up for a Credit By Exam.

**FLATS Credit By Exam (taken on campus)**

Proctored by the Department of Modern & Classical Languages, Administered Online: FLATS-BYU Foreign Language Achievement Testing Service from Brigham Young University

A CBE allows students to test out of foreign language credits up to 12 hours. These credits will appear on transcripts as completed course requirements. The exam also places students in their correct language level. Depending on your major, between 8 to 18 hours of a foreign language may be required; please check with your advisor to confirm your major’s requirement.

|  |  |
| --- | --- |
| **Steps to Register and Take the CBE at UW** | |
| **CBE Exam Schedule:**  The exam is offered each Monday and Friday at 1:00 p.m. and by appointment  Two days prior to exam:   * Obtain “Application for Departmental Credit by Exam” from Office of the Registrar, Knight Hall 174 * Pay $80 to the Cashier’s Office in Knight Hall 170 * Bring application form, receipt, photo ID, and credit card for the additional $50 fee to Hoyt Hall 114.   Day of Exam:   * Come at 12:50 pm to Hoyt Hall 114 with a photo identification and your CBE application. * The exam is given at 1:00 p.m. in Hoyt Hall. * The test can take up to 2.5 hours to complete. | **By Appointment:**    Mollie Hand  Modern & Classical Languages Academic Advisor  Hoyt Hall 114  12th & Ivinson Ave.  [Mhand4@uwyo.edu](mailto:Mhand4@uwyo.edu)  307-766-4177 |

**More information about the Credit By Exam can be found here:** <http://www.uwyo.edu/modlang/people/undergraduate/language-placement-and-credit-by-exam.html>

# Building and Office Policies

## Mail Room and Copier Usage

The Mail Room (Hoyt 126) and Kitchen (Hoyt 113) are open during office hours. After office hours, use the following code to access the room: 2+4/3/ENTER (2 and 4 held together then 3 then the ENTER button).

Each month, graduate assistants receive 400 copies. Lorraine Barrows, Office Manager, will assign you a code to use the copier. It is highly recommended that you implement the paper saving tips on p. 31.

## Obtaining Building and Office Keys

You will be given an office key and key to the building. If you lose a key, you must pay a fine that doubles with the number of times you lose the key. You must sign the keys out and return them by the end of your final semester on campus. The check-in/check-out form is located in Hoyt 116 with the Office Manager, Lorraine Barrows.

## Office Rules and Regulations

Workplace rules and standards are necessary to protect the health and safety of all employees, to maintain uninterrupted service, and to protect the department’s goodwill and property.

In addition to maintaining and enforcing this policy on work rules and general safety, the   
University of Wyoming complies with all applicable federal, state and local laws and regulations concerning employer/employee rights and obligations, including safe workplace standards.

**Procedures**

MCL expects all graduate assistants to abide by the rules of conduct and general safety at all times while working. Students who violate any rule or regulation will be disciplined fairly, consistently and in proportion to the seriousness of the circumstances.

**General conduct and job performance rules**

The following list includes the major items deemed sufficient cause for disciplinary action:

Unauthorized possession of UW property, or of the property of a fellow employee.

Willful destruction of UW property or the property of a fellow employee.

Deliberate misuse or unauthorized use of UW supplies, materials, machines or tooling.

Fighting with, threatening or attempting bodily injury to another person on campus.

Violation of sanitary or safety rules.

Intoxication during working hours, including bringing intoxicating beverages, marijuana or other hallucinogenic drugs on company property, or the consuming of the same on premises.

Tampering with or mishandling any mechanical equipment.

Unauthorized disclosure of confidential information. See FERPA, p. 22.

**General safety rules**

Safety rules are primarily for employee protection. Injuries impose severe burdens on employees and their families. They often result in loss of pay and can lead to permanent disability or disfigurement.

Waste containers must be used to keep work areas clean and orderly. When full, place container in hallway for custodian; when empty return container to office.

Aisles, hallways and fire exits must always remain unimpeded and open.

Employees must familiarize themselves with all fire fighting and evacuation procedures. Employees should further familiarize themselves with all exits proximate to their work area. Access to fire fighting equipment must be kept clear.

The use of all fire extinguishers, regardless of type, must be reported to the Office Manager, Lorraine Barrows, so that a new extinguisher can be ordered.

No smoking is allowed in any building on campus nor within 20 feet of any exit or ventilation system.

Extension or drop cords should not be placed in areas where they will create tripping or other hazards.

**Issues with Office Mate**

Should a conflict arise with an office mate, graduate students should follow this procedure.

1. Talk with the other person and try to resolve the conflict.
2. Listen carefully, and identify points of agreement and disagreement.
3. Prioritize areas of conflict, and develop a plan to work on those areas.
4. If the problem is not resolved with open communication, see you Academic Advisor, Dept. Head Joy Landeira to work out another plan.