COLLEGE OF
Engineering, Architecture
&Technology

CEAT Graduate Student Office Assignments	Policies and Procedures CEAT-L-002 Effective Date: 10/11/18

Definition and Scope

1.01 CEAT buildings provide engineering graduate student offices for MS and PhD research students. It is a privilege to be assigned to a graduate student office. Graduate student offices are assigned with a priority focusing on research funding and at the discretion of CEAT administration and CEAT Facilities management. Most student offices are in subdivided rooms (6, 3, and 12). Some of the offices are used for CEAT Tulsa based faculty who also have teaching or research responsibilities in Stillwater. A systemic approach is required for the initial assignment of offices and associated keys, through the exit of students leaving the University.

Procedures

Eligibility for Student Offices

2.01 Graduate Students are eligible for a graduate student office if they meet the following criteria:

- The priority will be a student with a .25 to .50 FTE funding in either an MS or PhD CEAT program pursuing research *(i.e. Research Assistant or Research Associate).*

2.02 After consultation with the primary instructor (PI), the faculty will email a request for an office space to the Manager of CEAT Facilities Support Services with a copy to the School Head.

2.03 The email request should include the following information:

a. Requesting Department: XXXX
b. Requesting PI/Supervisor: XXXX
c. Building (e.g. ATRC, Electronics Lab, etc.)
    i. Lab room number
    ii. Office and desk space if needed (if a specific office is not needed then CEAT will make the assignment based on availability. However, if the student is also working in a lab, then CEAT will attempt an assignment as close to the lab as possible.)
d. Student first and last name: XXXXXX
e. Student CWID: XXXXXX
f. Student email address: XXXXXX
g. Student anticipated graduation date XXXXX

2.04 Once an assignment is complete, CEAT will email the student to advise them of their assignment and request they come to 201 ATRC to sign for their keys as well as review and sign the CEAT office procedures (See Exhibit 1). The PI will be copied on this email. Once the student signs the form for keys and is assigned them, card swipe access will be provided.

2.05 Visiting faculty/scholar requests should also be made following the procedures detailed above.

2.06 Entities with an OSU issued identification card will need to provide that number in order to be granted card access to the ATRC laboratory and office space(s) as well as to be issued keys

Fine/Actions Resulting From Lost Keys

3.01 The fine for each lost key is $100.

3.02 In the case of a lost key, the CEAT Facility Manager will render the final decision on actions taken regarding the safety and security of CEAT facilities and occupants.

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Exhibit 1

CEAT OFFICE PROCEDURES

Agreement of Office Etiquette and Practice/Safety Office Guidelines (initials and signature indicate acceptance of terms):

1. I understand that I am assigned a specific desk in the office and I am not to use or move to other "open" desks, in that office or another office without approval from the CEAT Facilities Manager. _____
2. I understand that office activity will be periodically monitored and this may generate departmental queries related to possible reassignment or removal. _____
3. I understand that neither CEAT nor any of its employees are responsible for my personal items left in CEAT office spaces and/or labs. _____
4. I understand that I am to set out my trash every Thursday evening, more often if it's needed, such as when food or drink is disposed or if the volume of trash dictates removal. I will keep my assigned area reasonably neat and clean. _____
5. I understand that if I leave my office or lab unlocked I am putting others belongings at risk. _____
6. I understand that CEAT provides a room, desk, and chair. All other computers, cables, cords, printers, etc. will be provided by department or self. _____
7. I understand that offices are not to be used for living in. I have a separate place to live. No refrigerators (including mini-fridges), microwaves, coffee makers, etc. are allowed in assigned areas. _____
8. I understand that the only item allowed to be connected to an internet port is a computer. I will not connect routers, switches, hubs, or printers without prior approval from OSU Information Technology (IT). Upon request, I must be able to provide written (email) approval from the CEAT Facilities Support Services staff. The OSU IT policy on network devices is located at http://it.okstate.edu/policies/pol_nd.php _____
9. I understand that OSU IT, Facilities Management, or Environmental Health Safety (EHS) requests should be routed through the CEAT Building Maintenance Technician, 123A ATRC, 744-0308 or CEAT Facilities Manager, 247 ATRC, 744-3734. _____

Keys:

1. I understand each lost key will result in a $100 charge to my bursar account. _____
2. I understand that a professor or the CEAT Facilities Manager may ask me to return keys to their lab at any time. _____
3. I understand that keys will only be given to the person for which the request was made. _____

When I graduate, leave CEAT or OSU:

1. I understand that when I leave CEAT, I will have the CEAT graduate clearance departmental form signed by the Dean's office. _____
2. I will remove all personal belongings when I leave my office and/or lab. _____
3. I will return all office, lab and desk keys to CEAT Facilities (201 ATRC) when I am finished with the research project, and/or when I graduate. My card swipe access will be removed at this time. _____
4. Prior to returning keys, I will have my office inspected by my supervisor or their designated authority will complete Exhibit Form 2. The student will then return the completed form when they return their keys. _____

Printed Name: _____ Anticipated Graduation Date: _____

CWID: _____ Keys Issued: _____ Card swipe access provided _____

Signature _____ **Date:** _____

Keys Returned: _____ CWID_____ Card swipe access removed _____

Signature _____ **Date:** _____

Exhibit 2

Oklahoma State University (OSU)
College of Engineering, Architecture and Technology (CEAT)

CEAT Graduate Office/Desk Check-Out Inspection

Bldg./Room Number(s) _____ Inspection Date _____

_____ All personal textbooks and binders have been removed.

_____ All bookshelves and hutches have been cleaned and wiped down.

_____ All shelves, drawers and cabinets have been cleaned and wiped down.

_____ All desk and counter surfaces have been cleaned and wiped down.

_____ All personal items have been removed.

_____ All trash has been removed from office and building.

_____ All departmental items (computer, monitor, etc.) have been returned to Department, unless the Department has contacted the CEAT Facilities Manager and has approval to place another Departmental student at the desk.

_____ _____
Department Member Conducting Inspection Department Member Contact #

_____ _____
Graduate Student Name (Printed) Graduate Student Signature

Student present for inspection: _____ YES _____ NO

Return this signed form and all keys to: 201 ATRC

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Date approved by CEAT Facilities Manager: 5/2/18, 8/1/18

Date approved by the CEAT Dean and CEAT Executive Council: 7/12/18, 9/12/18, 10/11/18