

Seating Policy for Graduate Students, Visiting Scientists, and Post Docs Food Science Building, Athens

In many cases, there is limited seating available for graduate students, visiting scientists, and postdocs in the research laboratories of individual faculty members within the department in Athens. When available the assignment of these spaces is the responsibility of the individual faculty member assigned that lab space.

There are some rooms within the Food Science Building in Athens with desk space for individuals who do not have an assigned desk in a research lab. With several spaces on the 1st and 3rd floor we should be able to distribute the individuals close to their lab assignments. Students working with faculty with primary oversight of Rooms 344, 350A-E and 358 do not have desks in the research labs but seating is available in Room 333 (7 desks total). The other rooms available for seating assignments and their seating capacity are:

Room 115 has 6 spaces

Room 117 has 6 spaces

Room 129 has 3 spaces for visiting scientists/post-docs

Room 133 has 1 space for a visiting scientist/post-doc

Assignment Guidelines:

1. Most graduate students are typically housed in their major professor's research laboratory. The exceptions are those working primarily in Rooms 344, 350A-E and 358 who are provided desk space in Room 333 for safety reasons.
2. Each faculty member in residence in Athens who supervises graduate students is entitled up to 2 desks in either Rooms 115 or 117. Athens faculty supervising visiting scientists or postdocs will have space in either Room 129 or 133 based on availability (Postdocs have prior over visiting scientists).
3. Desks not allotted to individual Athens faculty members will be assigned based on need.
5. The graduate coordinator assistant will assign space based on the guidelines and maintain the records of desk assignments.
6. Graduate students actively involved in laboratory research or with assigned teaching responsibilities under the supervision of Athens Food Science faculty and who do not have a desk provided in their research laboratory are eligible for space in either Rooms 115 or 117. Other items considered in the priority ranking if space is limited:
 - a. Graduate students with an established advisory committee with a major professor in Athens will be given a higher priority than new graduate students or Griffin students.
 - b. Graduate students working with Athens faculty are given priority over visiting scientists.
 - c. If insufficient progress on research activities is reported by the advisory committee or project supervisor, then desk access to the individual will be revoked.
 - d. Space for Griffin students will be provided when available. However, this is a low priority since typically these students are not actively involved in research or teaching activities while in Athens.
7. A form is provided to request space. Complete the form and return it to the graduate coordinator assistant.
8. The request will be honored based on the availability of space.
9. An inventory of who is using assigned space will be taken once a semester. If assigned space is not being used, it will be considered available for reassignment to others.

Food Science Graduate Students, Visiting Scientists, and Postdocs
Request Form for a Desk in the Food Science Building, Athens

Name (print): _____

Name (signature): _____

Your Major Professor or
Research Supervisor (print): _____

Your Major Professor or
Research Supervisor (signature): _____

Is there unoccupied desk space in the research lab where you will be working? _____

Are you a:

- _____ Food Science M.S. Graduate Student
- _____ Food Science Ph.D. Graduate Student
- _____ Visiting Scientist in Food Science
- _____ Postdoc in Food Science

If you are a Graduate Student when do you expect to graduate? _____

If you are a Visiting Scientist or Postdoc when do you expect
to leave the program? _____

Complete the form and return it to the graduate coordinator assistant.

(Bottom portion to be completed by the graduate coordinator assistant)

Name: _____

Room number assigned: _____

Desk number assigned: _____

Cabinet key: _____

Date desk is occupied: _____

Date desk is vacated: _____