Welcome to the NSF Graduate STEM Fellows in K-12 Education Program in the Sugar Creek Watershed!

This fellowship program is part of the National Science Foundation’s Graduate STEM Fellows in K-12 Education Program which supports graduate students in a national effort to advance scientific knowledge through partnership with K-12 schools. The goals of the national program are to help graduate students learn how to communicate science and research to audiences of different ages, education and experience; and to stimulate greater interest in science and technology among students and teachers by bringing cutting-edge research and practice into the classroom.

As fellows in this program you will be partnered with teachers throughout the Sugar Creek Watershed and involved in-classroom activities throughout the academic year sharing your expertise in watershed science with students and teachers. **During this time, each of you will also be conducting your research in the Sugar Creek watershed.** In the school classes, you’ll help students with hands-on activities that research conditions in the Sugar Creek and the land that drains into the Sugar Creek. The students will be given the opportunity to study the impact human activity has on a stream in their community. Science will be seen not as something that is just studied in the classroom but as something with real-life application and will encourage advocacy of good stewardship of their local environment. In addition, it is hoped that the your love for your own subject
matter and enthusiasm for scientific research will stimulate interest and inspire students to consider careers in the sciences and technology.

**EXPECTATIONS**

The Graduate STEM Fellowship is a full-time commitment. Fellows may not have additional employment and should plan to minimize the number of courses taken during their fellowship year.

NSF requires that all fellows will spend, on average, **ten to fifteen hours per week** directly involved in GK-12 projects. Your classroom time schedule is a cooperative agreement between you and your partner teacher and should be approached without pre-conditions. You will be expected to develop a schedule of 10-15 hours/week when averaged over the academic year.

Fellows are co-teachers and will work in cooperation with their partner teachers in developing a program of activities throughout the school year. Fellows should not be asked to serve as a substitute teacher in your partner teacher’s absence. If this situation occurs, you should notify the program manager.

Fellows will be responsible for maintaining a log of their classroom experience and be required to develop and submit a minimum of three class activity modules.

Fellows will also be required to attend bi-weekly meetings, fellow-teacher meetings, and workshops offered by the program.
PROFESSIONAL BEHAVIOR

Fellows must:

Treat all students, cooperating teachers and other school personnel with respect.

Maintain confidentiality in all school-related experiences related to school personnel, students, records, in both oral and written communications.

Follow the dress code of the host school.

Refrain from any romantic, sexual or otherwise inappropriate behavior with students or other school personnel.

Be responsible to follow, abide by, and enforce policies governing any unwelcome sexual advance, request for sexual favors, reference to gender or sexual orientation, or other physical or verbal conduct of a sexual nature.

Adhere to the school district’s anti-harassment policy.

Receive written permission to publish in print, electronic or video form the likeness or image of students and other program participants participating in activities associated with the program.
ADDITIONAL INFORMATION:

Acknowledging NSF
The support of NSF should be acknowledged whenever you present and/or publish your work. Remember, by providing support for you, NSF is supporting your research and writing.

The acknowledgement in a publication should read:
This material is based, in part, upon work supported by the National Science Foundation under grant DGE-0638669. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the National Science Foundation.

If you are presenting a poster or a presentation include the NSF logo in the graphics along with an abbreviated written acknowledgement.

Annual OARDC Research Conference
The annual OARDC research conference will be held in Wooster in April, 2014 (date to be announced). All fellows should attend. There is a graduate student poster competition with cash prices for both Masters and PhD students. Posters are submitted prior to the conference and fellows are encouraged to enter the competition. Support for poster printing will be provided.

Attendance/Absence
Fellows shall be punctual and regular in their attendance for classroom activities; in cases of illness or emergency fellows shall notify their partner teacher and the program manager, Natsuko Merrick.
**Bi-Weekly Meetings**
The program meets bi-weekly to plan, discuss progress, issues and concerns. Bi-weekly meetings will be held on Friday mornings at Williams Hall 117A at OARDC and Kottman Hall 333D at Columbus via video-link. These meetings are mandatory and absences may be excused only with a submitted request in advance of the meeting (Please see the schedule of meetings on GK-12 Google calendar).

**Calendar**
During the academic year, fellows follow the calendar of the school district in which they are placed, not OSU’s academic calendar. In planning any vacations and holidays, please consult your school district’s academic calendar. The school district’s calendar takes precedence over the OSU’s calendar.

**Commitment**
The NSF GK-12 Teaching Fellowship is a full-time commitment of your time to working on GK-12 projects and conducting your research. Fellows should plan to minimize the number of courses taken during their fellowship year and may not have additional employment. NSF requires that all fellows will spend fifteen hours per week directly involved in GK-12 projects. The remainder of the commitment is to research and coursework.

**Compensation and Benefits**
This fellowship provides tuition and benefits from the OSU Graduate School and a stipend from your academic department/unit. Information about the health insurance benefits is available from the Office of Human Resources website – http://hr.osu.edu.benefits/studentbenefits.htm.

**Dress Code**
When visiting schools fellows are expected to conform to the dress code of their host school. If there is no official dress code, fellows are expected to conform to the community standards which in most cases could be described as conservative professional casual.

**Driver Registration**

Anyone driving a OSU/OARDC vehicle must be registered as a driver with OSU Transportation and Parking Services. You will be restricted to driving for University business only. The registration form can be found on-line at:

http://tp.osu.edu/forms/driver_registration.pdf

To fill out the form you will need: your OSU ID number, your driver’s license and the following information for the department, the School of Environment and Natural Resources (SENR); The project department (SNER) contact is Bev Winner (winner.1).

**Eligibility**

All recipients of fellowships at the University must meet the following minimal eligibility criteria:

1. Must be admitted to the Graduate School.
2. Must be pursuing a graduate degree at the University on a full-time basis.
3. Must maintain good standing in the Graduate School during the period of appointment.
4. Must maintain reasonable progress toward a graduate degree as determined by the Graduate Studies Committee.
5. Must hold no other appointment or outside employment during the appointment as a fellow.
6. Must be registered in the Graduate School for at least 15 hours of graduate credit (3 hours for post-candidacy students), excluding audited courses, during any quarter in which a Fellowship appointment is held.

**Employment**
A fellow may hold no other appointment or outside employment during their term as a fellow.

**Equipment and Supplies**
The Program maintains resources for your work in the classroom. Basic equipment, supplies, and reference books are housed in the GK-12 office (115A Williams Hall) and are available on a reserved ‘first-come’ basis.

Some additional equipment and supplies for your GK-12 classroom activities may be purchased with the project fund on request. Purchase requests should be submitted to the program manager, Natsuko Merrick in advance.
Lesson Plans/Modules
Each fellow is expected to develop at least three new lesson plans over the course of the year which will be made available to teachers and others via the GK-12 website.

Logs
Fellows are expected to maintain a log/journal of their GK-12 experience which will be submitted bi-weekly to the program manager by e-mail.

Research
This program is place-based, as such all fellows are required to conduct research in the Sugar Creek watershed. If your thesis/dissertation research is not being done in the Sugar Creek, you will need to develop an additional small project. All fellows are expected explain their Sugar Creek research plans in writing before October 1st. The research plan should include the nature of the research and when the results will be submitted to the program manager. While publishable academic paper is preferred, other options are possible but must be discussed in the joint meeting with the program manager and Dr. Moore.

School Cancellations
Information about school closings can be found via the following websites.

Cleveland Channel 3 has a text or e-mail alert for school closings, you can register at:  http://my.textcaster.com/ServePopup.aspx?id=1075
Cleveland Channel 5 has an e-mail alert system: http://www.weathernet5.com/closings/index.html
Cleveland Channel 8 lists closings on its website: http://www.fox8.com/news/education/schools/
Taxes
Your monthly stipend may be subject to federal, state and local taxes. Taxes may not be withheld from your paycheck; be advised and plan accordingly. Information on taxes is available at the Graduate School or the Tax Office, Suite 300, 1590 N. High Street, Columbus.

Termination
A fellowship may be terminated at the discretion of the Dean of the Graduate School prior to the end of the award period for any of the following reasons:

1. The fellow is no longer enrolled in the Graduate School.
2. The fellow is registered for fewer than the requisite number of credit hours (15 hours of graduate credit (3 hours for post-candidacy students)).
3. The fellow fails to maintain reasonable progress toward meeting graduate degree requirements or fails to maintain good standing.
4. The fellow receives a terminal degree.
5. The fellow changes enrollment status without prior approval (see Graduate School Handbook page 48 section 11.9.3.4.5).
6. The fellow accepts employment or any other type of financial support without approval of the Graduate School.
7. The fellow has been found in violation of the professional code of ethics and responsibilities of the university (see Graduate School Handbook page 48 section 11.9.3.4.7).

Transportation - Use of OARDC vehicles
GK-12 Columbus-Wooster Vehicle Policy
The NSF GK-12 program is centered at OARDC and supports travel from OARDC to these local schools. Fellows should have most of their coursework completed and be actively conducting research in the Sugar Creek Watershed making it logical to also reside in the Wooster area during their fellowship year.
However, we do not restrict where students reside during their fellowship as long as they are able to fulfill the requirements of the fellowship--namely conducting research in the watershed and spending 10-15 hours per week working with their paired science teacher. Six ‘free’ travel trips using OARDC vehicles are available between campuses per month. Request should be made at least 2 days before your trip through the project manager, Natsuko Merrick.

**GK-12 OARDC-School Vehicle Policy**

OARDC state car is available for your trip between OARDC and your assigned school. Request should be made at least 2 days before your trip through the project manager, Natsuko Merrick.

Below are some rules we have formed to help clarify the policy.

1. Car reservations for must be made through the program manager, Natsuko Merrick, at least two days before you need the car.

2. Keys/cars must be picked up during business hours for both Columbus (9-4) and Wooster (6-5) cars.

3. Keys for cars in Columbus must be returned to the OARDC car garage by noon of the first business day following the trip. Wooster-based cars may be returned after hours as long as the trip-form is properly filled-in and returned with the keys in the zippered pouch and deposited in the drop-off slot. Cars should be locked.

4. Cars from Columbus should carry at least two people unless there is a compelling reason for not carpooling.

5. A car may be reserved for up to two days but not more as it would result in a special rental fee.

6. Only OSU personnel may be passengers in a state vehicle. There will be no personal use of a state vehicle (i.e., the state vehicle can not be used between campuses and personal residence).

7. Fellows who chose to use their own vehicles do so at their own expense.
Website
The program has a web resource available for participant fellows, teachers and also for public use.

http://www.oardc.ohio-state.edu/gk12

For fellows and program manager communication and day to day scheduling, Use of Google calendar is recommended. The Program manager will arrange access right to our GK-12 Google calendar after fellows set up their own Google account.

Workshops
Fellows are expected to help plan and participate in all workshops offered by the GK-12 program.
Contact Information:
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