



The University of Oklahoma

INSTITUTE FOR ENVIRONMENTAL GENOMICS

Specific Expectations for Visiting Scholars

The Institute for Environmental Genomics participates in the J-1 Exchange Visitor Program and welcomes the opportunity to sponsor visiting scholars. As a sponsor, IEG provides training in a variety of molecular methods and computational analysis and provides the opportunity for visitors to gain experience in these techniques.

Below is a list of expectations for visitors being sponsored by IEG.

1. Language

Visitors must be proficient in the English language.

2. Projects

While you are welcome to work on your own projects and learn techniques of interest to you in your work, visitors are expected to spend 75% of their time on IEG projects. This includes taking the lead on some aspect of a project as well as helping with other projects by assisting with sample analysis or field work, analyzing data, or other activities as needed.

3. Computers

Visitors are expected to provide their own computer (typically a laptop) but will be provided with a monitor, mouse and keyboard. A computer can be provided if working on a computational-heavy project.

4. Weekly Reports

To track project progress and potential problems, IEG members submit weekly reports to the Director and senior IEG staff. Visitors are expected to submit weekly reports as well. The reports describe what has been done during the previous week, any results obtained, problems encountered, interesting papers, etc. and is an opportunity to receive input and suggestions on on-going work and get guidance on troubleshooting problems.

The IEG Office Manager will review reports to confirm everyone is complying with this requirement. Failure to submit reports will result in a consultation with senior staff.

5. Lab Meetings

Visitors are expected to participate in weekly lab meetings. Important lab issues are discussed at these meetings and attendance helps foster communication and collaboration

among the team. Visitors are strongly encouraged to participate in discussions during lab meeting.

As part of the lab meeting, one to two lab members give a 15-20 min presentation on their research each week on a rotating basis. Visitors are expected to participate in this rotation and can expect to give a seminar every 5-6 months. The seminars can cover work at your home institution, at IEG, or another topic of interest.

6. IEG Service

All IEG lab members, including visitors, are expected to perform services for the general IEG community beyond his or her research projects. Service includes such duties as helping with sample analysis, maintaining equipment, participating in lab clean-ups, training others, etc. In addition, visitors are expected to assist with field work, such as during semi-annual sampling trips (this typically only requires about five days of work in total).

7. Traveling

If you plan to travel while working at IEG, you must fill out a leave request form prior to departure.

8. Departing

Upon completion of your J-1 program at IEG, visitors will need to follow a check-out procedure that includes such tasks as cleaning out bench and desk space; sorting, storing, and inventorying any samples, data, or other material related to any IEG projects and transferring this information to senior IEG staff; returning any electronic equipment.

9. Consequences

Failure of visitors to adequately follow these expectations will be reflected in any letters or paperwork requested from IEG to fulfill documentation requirements from the visitor's home institution or funding agency.

Sponsors can also terminate an exchange visitor's program for violating U.S. laws or program regulations or rules governing their particular program.