



Michigan Technological University

Health Informatics

Graduate Student Handbook

2024-2025

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KEY HEALTH INFORMATICS FACULTY/STAFF

Dr. Guy Hembroff – Graduate Program Director, Associate Professor

Office: 105 Rekhi Hall, 7-3248, hembroff@mtu.edu

MS coursework, report, or thesis academic advisor | admissions | GTA coordinator

Margaret Landsparger – Applied Computing Department Coordinator

Office: 416 EERC, 7-4316, margaret@mtu.edu

Program communication | Reports | Payroll | Compliance forms

Kay Oliver – Graduate Academic Advisor, Applied Computing Department

Office: 221 Rekhi Hall, 7-2524, koliver@mtu.edu

Course scheduling | Program communication | General MS coursework, report, or thesis academic advisor

Dr. Weihua Zhou – Assistant Professor

Office: 109 Rekhi Hall, 7-2666, whzhou@mtu.edu

Daniel Boyle – Adjunct Instructor

Off-campus, 906.360.6143, dboyle@mtu.edu

Your Advisor – Key person who will most often chair your report or thesis committee and give you specific guidance on courses, research, and professional development

Dr. Daniel Fuhrmann – Chair, Department of Applied Computing

Office: 106 Rekhi Hall, 7-2871, fuhrmann@mtu.edu

Student Resources:

Graduate Student Government - See: <http://gsg.mtu.edu>

Applied Computing Department Representatives*:

*Once the student(s) have been named for the current academic year, their names and email addresses will be updated on this document.

The above students will communicate information regarding travel grants, social activities, opportunities, research colloquium and other important information. They can be used as a contact to communicate suggestions, complaints, and help to answer questions.

GETTING STARTED

Listed below are several items to assist you in your orientation at MTU and the Health Informatics Program. Some require your personal attention; others are informational only.

INTERNATIONAL PROGRAMS & SERVICES OFFICE (IPS)

All international students are required to report to [International Programs and Services](#), Administration Building, Room 200 if you haven't checked in already. Bring your I-20 or DS-2019, passport and visa.

HOUSING INFORMATION

On-campus: <http://www.mtu.edu/housing/> Off-campus: <http://usg.mtu.edu/usg/housing/>

HuskyCard: STUDENT IDENTIFICATION CARD

All students are required to have a HuskyCard for identification and swipe access to buildings, parking lots, and residence halls *if applicable*. HuskyCards are issued at the HuskyCard Service Center in the IT Service Center, 1st floor of the Van Pelt and Opie Library. **A valid government-issued photo ID is required**, such as a driver's license, a state ID or a passport.

DETERMINING YOUR FIRST SEMESTER COURSE SCHEDULE

Your first semester schedule should be determined in consultation with your advisor. It is likely that Dr. Hembroff has met with you, helped you construct a first semester schedule, and an individual development plan (IDP), which will be used throughout your time in the program. If you do not have an advisor, you may choose courses by consulting [HI graduate courses](#).

You should choose courses which will apply to the Health Informatics Graduate degree by consulting page <https://www.mtu.edu/health-informatics/ms-degree/> for details of degree course requirements. For example, if you are planning on the MS Plan D Coursework Option, then taking an EE course at the 3000-level would not count towards your degree. A typical schedule has one or more graduate or senior level courses in the interest area of the student.

Utilize the Graduate School's [Forms and Deadlines](#) webpage (bookmark this page). We will be issuing a Health Informatics graduate student **Self-Audit** (Excel spreadsheet), which will be located on our Program's **Graduate Advising webpage** to plan and record your progress. Start now and keep a copy on your Health Informatics Google Drive that has been created for you. Read the directions carefully.

NOTE: HI graduate students must maintain a university cumulative GPA of 3.0 or above.

Health Informatics Certificates

The MS in Health Informatics will have a total of four certificates. Information about existing certificates can be found at the [Health Informatics web page](#) or the [Graduate School web page](#) on graduate certificates at Michigan Tech. Information regarding courses for each certificate can be found at <https://www.mtu.edu/health-informatics/ms-degree/>.

Existing Certificates:

- Artificial Intelligence in Healthcare
- Security and Privacy in Healthcare
- Fundamentals of Health Informatics
- Population Health Management and Monitoring

All graduate certificates require a finalized degree schedule to be completed and signed by the program's director (Dr. Hembroff) and the Graduate School. Forms can be found at the following [Graduate School web location](#). When you are in your last semester of earning a certificate, please complete the form and send it to Dr. Hembroff for review and signature. When this has been completed, you may send it to the Graduate School for final review and signatures.

REGISTRATION/SCHEDULING

You may register online using the [Banweb](#) system or register in person at the Registrar's Office, Room 130 of the Administration Building.

TUITION PAYMENT

After scheduling courses, go to [MyMichiganTech](#) to receive a copy of your schedule and tuition bill. You may pay your student bill online with American Express, MasterCard or Discover (2.3% transaction fee applies) or e-check, or at the Cashier's Office located within the Student Financial Services Center in the Administration Building. Note: Credit/debit card payment not taken at Cashiers Office or by phone.

For supported students only (GTA/GA/GRA): After scheduling courses, go to Banweb to view a copy of your schedule and tuition bill. Computer fees and tuition for up to 10 credits will be paid by the Applied Computing department for fully supported students. You are responsible for the student voted fees such as the Student Activity Fee, and Experience Tech Fee, etc.

GTA/GRAs – IF YOU EXCEED 10 CREDITS, YOU WILL PAY THE EXTRA TUITION.

CONTINUOUS ENROLLMENT

Students must be enrolled every academic-year (fall and spring) semester until they complete their degree. "Completing" a degree means successfully completing all required courses, turning in all paperwork, and, if required by the degree program, defending and turning in a final version of a report, thesis or dissertation. Graduate students are **not** required to register for summer session in order to fulfill the continuous enrollment policy.

EMPLOYMENT INFORMATION

Michigan Tech Career Services at www.mtu.edu/career/students/ provides information that may assist students in locating employment.

International students ON-CAMPUS EMPLOYMENT

-International students must limit on-campus employment to 20 hours per week while school is in session.
NOTE: Students on J-1 visas must report on-campus employment to IPS.

-You cannot work off-campus without prior approval from IPS.

-You will need to apply for a Social Security Number if you have an on-campus job offer. Bring your job offer letter to IPS for further instructions.

APPLY FOR SOCIAL SECURITY NUMBER (SS# or SSN)

[IPS](#) has all the details on [employment options](#). Before accepting any kind of job, contact IPS to find out if your visa allows you to work, and about other forms and requirements that may be required including applying for a Social Security Number (SSN). Please request a receipt confirming the SSN application, and return receipt to Tom Cogswell, 221 Rekhi Hall, if you have been hired by the Health Informatics program.

PAYROLL/PAY CHECKS

Please see Margaret Lansparger in EERC 416 to be set up on hourly payroll immediately upon hire in order to avoid a delay in pay. Pay disbursements are issued every two weeks. Direct deposit can be set up online in [Banweb](#) under Employees, Pay Information, Direct Deposit allocation.

Fellowship recipients are paid monthly as a non-payroll disbursement. Direct Deposit can be set up for non-payroll payments online in Banweb under Employees, Non-Payroll Direct Deposit Destination.

KEYS AND AFTER-HOURS ACCESS

Swipe card after-hours access to the Rekhi Hall building and computer labs will automatically be provided to all enrolled students. A key or card access that opens graduate student offices and/or labs will be issued to each graduate student who will require access to those rooms.

VEHICLE REGISTRATION/PARKING

See the Transportation Services website at <http://www.mtu.edu/facilities/services/transportation/> for detailed information regarding the vehicle registration process, parking fees, and rules/regulations regarding parking. Vehicle registration/parking permit purchase is online at [Purchase Permit](#). Bring your vehicle registration and your picture ID to Transportation Services, 100 Administration Building, to pick up your parking permit. During off-hours (4pm-7am weekdays) and all weekend, core campus parking lots and parking meters are open for parking (exception is handicap and designated parking spaces).

WINTER PARKING RULES

To allow for snow removal, parking is prohibited on campus between 2:00am and 7:00am, from November 1 through April 30 (regardless of if there is/isn't snow on the ground). Exceptions: Campus housing residents may park in their designated lots. Those needing to park on campus overnight can ask for and receive a special overnight parking permit from transportation services. If it is after 5 p.m. on weekdays, on a holiday, or on weekends, contact [Public Safety and Police Services](#) for parking permission. If you have car problems and are unable to move your vehicle, contact Transportation Services at 487-1441 during regular business hours (8am-5pm, Monday-Friday), and after hours, holidays, and weekends call Public Safety before the 2:00 a.m. deadline at 487-2216.

PHOTOCOPYING (DUPLICATING)

There are on-campus printers available for students at the following [locations](#).

FAX MACHINE

The College of Computing (CoC) will allow you to send and receive faxes. Our fax number is (906) 487-2284. The fax machine is in the CoC main office, 221 Rekhi Hall.

MISCELLANEOUS

Listed below are some miscellaneous rules, suggestions, and guidelines. Some have **strong penalties**, so read them over carefully.

FOOD/DRINK

Eating or drinking is prohibited in all laboratories and computer areas. Violators will lose computer and lab use privileges.

GRADUATE OFFICES/CUBICLES

You may complement the MTU furniture in your office/cubicle with your own, but do not move furniture from office to office/cubicle without permission. You may not live in your office/cubicle. Do not prepare or store food in your office/cubicle. If you are not on campus for a semester, inform Dr. Hembroff that you will not be here and leave your office/cubicle in a neat condition. Upon leaving MTU for other than a summer semester, you must completely clean out your office/cubicle. Always keep your office neat. If you will not be enrolled for a summer semester, please inform Dr. Hembroff so you do not lose your office/cubicle.

REKHI HALL 2ND FLOOR SOCIAL AREA

The second floor open social area in room 216 of Rekhi Hall is available for faculty/staff/students. Please respect this area by cleaning up after yourself - there is no maid service. Please dispose of your leftovers/garbage, clean up any spills and/or crumbs after eating, and thoroughly wash and put away any dishes/utensils used. Do NOT leave dirty dishes in the sink; Do NOT put any food down the sink drain.

SMOKING

Michigan Tech is a **smoke-free** campus.

GENERAL SAFETY INFORMATION ORIENTATION AND BASIC SAFETY TRAINING

Emergency procedures

In the event of an emergency, Dial 911 from any phone on campus or personal cellular phone. The red phones by the elevators, and the phones inside the elevators, have a direct line to Public Safety and Police Services

Fire

In the event of a fire or fire alarm, evacuate the building by following exit signs and using stairways. All rooms should have an evacuation plan affixed to, or near, the door if you are unfamiliar with the building. Do not use the elevators to egress the building as power may be disrupted and you may be trapped inside.

Treat all fire alarms as the real thing - don't assume it is a drill! The building must be evacuated, and everyone should meet outside, in front of the Rekhi Hall building, at least 50 feet away from building.

Accidents

Major injuries– Dial 911 for ambulance or go to emergency at UP Health System located in Hancock

Minor injuries– Use the UP-Health Systems or Aspirus walk-in clinic.

- An **Incident and Injury Report Form** is required for all accidents. This form is in [Banweb](#) and is filled out by the injured person's supervisor (TAs are defined as the supervisors of their teaching labs). The incident report form must be filled out, and submitted, within 24 hours of the injury.
- There are first aid kits in the CoC the main office Rekhi Hall 221 with Band-Aids and other minor items.
- **All accidents need to be reported; not to assign blame, but to correct the safety hazards.** Accidents include personal injury, fire, flood, chemical spills, and "near misses".

Lab Safety

Training courses

All supported graduate students (GRA's, GTA's, Graders, & Fellowships) are required to complete online training courses. These course modules vary depending on the job responsibilities of each student. Supported graduate students will receive an email from UL Pure Safety notifying him or her of the required module and includes a deadline date. The username and password will be your MTU username and password. All training should be completed in a timely manner.

Lab coordinator

All of our labs have a sign posted on the door with pertinent safety information, including the name and contact information of the person responsible for that particular lab.

Two-person rule

Two or more authorized people need to be present at all times if working in any teaching lab. No exceptions!

Housekeeping

- Labs must be kept neat and aisle-ways unobstructed. Do not store anything in aisle-ways or hallways so as to prevent egress from the building in the event of an emergency.
- No food or drink in any teaching lab.

Clothing

- No Sandals or bare feet in any lab! Footwear will provide some protection if something heavy falls on your feet.
- No long hair, jewelry, ties, gloves or other loose clothing around rotating machines.

Children

- No child under the age of 12 is permitted in any lab unless he or she is enrolled in an MTU program and authorized by the department chair. Anyone between the ages of 13 to 16 must be supervised at all times.

Electrical safety

Lethal Voltage and Current

- As little as 50 volts can kill under the right conditions. Generally anything above 25ma is considered dangerous since it can potentially cause the heart to go into ventricular fibrillation, which can happen in as little time as $\frac{1}{4}$ second. Currents in the range of 70ma to 300ma are potentially fatal without immediate first aid. With currents through the body of greater than 25ma you may not be able to “let go”.

Working on Electrical circuits and systems

- Only personnel with special training may work on electrical high voltage circuits (>50 volts). Procedures have been put in place and can be found here: [Electrical Safety Work Practices](#) as well as MTU’s Lock out Tag out program: [Hazardous Energy Control Program](#).

Electrical components

- Electrical components can also be a cause of serious injury. A **resistor** that is operated over its power rating can burn causing a fire or burst causing sparks and flying debris. **Capacitors** can explode causing the end cap to shoot out with enough force to damage one’s eye.
- Make sure you understand electrical components before using them.

Batteries

- Batteries can explode due to escaping hydrogen gas, especially during charging; ensure adequate ventilation and keep away from ignition sources.
- Always keep a cap or protective cover over the positive battery terminal, which will prevent the terminals from shorting if something is accidentally dropped.
- Always have a neutralizing agent, such as baking soda, available.
- Always read and understand the manufacturer’s recommendations before charging any type of rechargeable battery.

Other electrical equipment

- Always operate equipment in accordance with the operating manuals and observe safety cautions.
- Under no circumstances are you to remove protective covers or cases. If the equipment is faulty, do not attempt to fix it yourself - contact Tom Cogswell in the CoC main office of Rekhi Hall 221 or 906-487-1597.

Other safety information

Slips and Falls

- Use caution, especially in winter, as floors are likely to have wet spots and be slippery.
- Sidewalks may be icy so slow down and take smaller steps. Use handrails on steps and stairs.

Storage

- Do not store anything within 18 inches of a sprinkler head. Use a ladder or approved step stool to reach high items. Don't stand on swivel chairs or desks!

Lifting

- No heavy lifting - get help (improper lifting is one of the biggest causes of accidents at MTU).

Cuts and Lacerations

- The biggest cause of injury on campus is cuts and lacerations. Please be mindful of your appendages when opening boxes, dealing with broken sharps, and using tools and utensils.
- Details on all safety policies are located on MTU's [Environmental Health and Safety \(EHS\)](#) website.

COMPUTING CONTACTS

Information Technology – Help Desk – Library, 1st Floor
(906) 487-1111 it-help@mtu.edu

COMPUTING FACILITIES

Wireless Round Lounge

Rekhi Hall 201 - available 24/7

Other computer locations across campus: [Find a computer lab](#)

General info for Graduate students: [Student Resources](#)

How do I get Computing Access?

Your account and ID card access are automatically enabled/disabled based on whether or not you are enrolled for the current semester.

If you are not enrolled in the current semester and need access, your advisor will need to send a request to it-help@mtu.edu to grant access.

Lab & Building Hours

24-hour access

Your Husky Card gets you in the door provided you are registered for the term.

Logging on to the Systems

Userid

Your email address without the @mtu.edu

Domain to use is: MTU

ISO Password

This was mailed to you from the university. It is the password you use in email, Banweb, MyMichiganTech

Domain to use is: MTU

Changing Your Password

Passwords can be changed from the following web: <http://mylogin.mtu.edu>

Email

Accessing your email: gmail.com

Userid@mtu.edu

ISO password

Your email address: userid@mtu.edu

Wireless Access

Rovernet wireless access available.

See IT Help Desk in the Library for assistance, if needed

Remote Access

· IT Customer Service - located in VanPelt Library, 1st floor

Important Rules

- Your account is for **your** use only
- Do NOT install software on the lab PCs / Do NOT reformat PC's
- Be considerate of others
- NO food or drink in the labs

Getting Computer Help

IT Help Desk in the Library - Hours and services are posted on mtu.edu/it

- [Self-service IT support](http://support.it.mtu.edu): support.it.mtu.edu
- Instructor for course related questions
- Other students
- Send email to it-help@mtu.edu

HEALTH INFORMATICS GTA GUIDELINES

International students must take the Language Assessment administered by the Center for Teaching and Learning to be eligible for a GTA position. Please contact the Center for Teaching and Learning at 487-1001 or stop by their office, Room 226 J. R. Van Pelt and Opie Library, to set up an appointment, or if you have questions about this assessment.

All students with current GTA assignments must attend the GTA training program offered by the Center for Teaching and Learning to be eligible for a GTA position.

All new GTA's are required to complete GTA training through the Center for Teaching and Learning during their first semester as a GTA. The most common way to complete this training is to enroll in a 1 credit, non-billable course (ED0510 - GTA Training) that will meet on either Monday or Wednesdays from 3-5 PM in MEEM, Room 405 during THE FIRST 7 WEEKS of each semester (09/03-10/18 this fall). Failure to complete ED0510 in the first semester will jeopardize your reappointment as a GTA. Enrollment in ED0510 course is by permission only. Contact Jeff Toorongian at jetooron@mtu.edu to register (include your M-number), or with questions. If your schedule absolutely will not allow you to take ED0510, you should contact Mike Meyer to explore other ways to complete this training. Information about curriculum is available at www.mtu.edu/ctl/for-graduate-teaching-assistants/curriculum/.

A GTA must be enrolled for a minimum of 9 credits, except in summer when the minimum is 1 research credit or 1 course. All summer GTAs must be enrolled for at least 1 credit. Do not plan travel dates for semester breaks that will require you to leave before the semester concludes or return after the next semester begins. You are expected to be available and prepared for labs/classes on the first day of the first week of the semester.

See Tom Cogswell in Rekhi Hall 221 for payroll inquiries.

See Staff in the CoC office, 221 Rekhi Hall, for supplies.

You will receive occasional emails from our administrative staff. The staff will not trouble you with inconsequential requests. If they send you a request by email, you are expected to respond promptly and courteously.

SUPPORT

Candidacy (Reduced tuition rate): Candidacy allows you to register for nine credits (full-time) at a reduced tuition rate. Students are eligible for full-time candidacy at the start of the first semester following completion of the following required milestones:

Master's candidates - Must complete all required courses as well as the required number of credits for their degree (30 minimum). Final Degree Schedule (M4) must be received by the Graduate School.

You must complete the Petition to Enter Candidacy and submit the form to the Graduate School at least one week prior to the first day of classes in the semester you plan to enter candidacy to enter full-time candidacy. Permission to enroll in a candidacy course is granted by the Graduate School after the petition is approved. For more information and access to the petition form see:

<https://www.mtu.edu/gradschool/policies-procedures/academic/candidacy/>

This policy helps faculty who are supporting graduate researchers on external funding and will help self-supported students remain full-time and international students who must remain full-time for immigration purposes.

The standard GTA teaching assignment is four two-hour sections or equivalent. Grading for labs, homework and reports is part of the work for each course. A GTA is expected to work an average of 20 hours per week. Support for MS candidates will be limited to four semesters, excluding summers. GTA support will only be available to MS candidates for their first two calendar years in the program, independent of the number of semesters they have been supported.

At the beginning of each semester, you will schedule a meeting with Dr. Hembroff or the faculty member

who will be responsible for the course you are assigned. You will be informed of your specific responsibilities and the instructor's expectations at this time. Successful performance in the courses is essential for your continued support as a graduate teaching assistant.

CLASS OR LABORATORY PREPARATION

Meet periodically as specified by the professor(s) in charge to discuss:

Course Outline

Lab Experiments

Homework Assignments

Examinations

Make-Up Procedures Grading

Pre-Lab/Homework Procedures

Perform each assigned laboratory/homework assignment yourself before the class meets. This will ensure your ability to answer any questions students may have concerning the lab/homework and that needed equipment is present and working. This step is critical to your success as GTA. You must follow, as closely as possible, the prescribed program in each course. Discuss any deviations with faculty and other teaching assistants in the lab before you go ahead. GTA's in multi-section labs need to coordinate grading to have uniform grading practices.

Check all the lab equipment before the lab/homework begins. After the lab/homework is over, make sure all the equipment is accounted for and turned off. Either put each equipment item away neatly or restore it to its original position in the laboratory. The laboratory doors, cabinets, etc., should be locked at all times when the laboratory is not in use unless otherwise specified. Turn off all equipment at the end of each class period, including the computers. Shutting down the computers will refresh the configuration control software and get rid of any unauthorized student files before the next class period. This discourages cross talk between students that might be misunderstood as academic dishonesty.

Do not allow students to browse in the supply cabinets for components. Part of your preparation for the lab should be to locate the required components and make them available to the students. NEVER allow students to return components to the supply cabinet. Do not allow students to remove components from the lab.

COURSE PROCEDURE

For most courses – refer to the Canvas course at <https://mtu.instructure.com/login> for policy and curriculum information.

Safety and good course practices should be constantly emphasized. Your course instructor will provide you with suggestions, which may include handing out "Safety Practices to be Observed in the Laboratories of the Department of Applied Computing."

During the first course meeting, the students should be informed of the grading and attendance policy. This is your first and best opportunity to set expectations. The professor in charge of the course will provide you with this policy. This must include a definition of and the penalty for cheating, late work, and unsafe behavior. Refer students to the Academic Honesty Link on the lab web site – show the video on the first day of class.

No course instructor should leave the lab unattended for long periods of time while experiments are being performed. If it is necessary to leave for more than five minutes, a qualified stand-in should be found.

You must maintain a current and accurate record of student attendance and grades.

The specified experiments for course are not to be changed, nor should any parts be omitted without the

consent of the professor in charge. Of course, suggestions for improvements are always welcome.

It is quite important to inform students the following week if their lab report/homework assignment was not turned in or if they are delinquent in any other way. Provide timely feedback on student progress. Inform your students that eating and/or drinking is prohibited in all laboratories and computer area.

GRADING PROCEDURES

The grading procedure for each laboratory is determined by the faculty instructor for the course. Grades, in general, should include performance in the lab, hand-in material from work done at home, attendance, short tests and possibly a lab final examination. The faculty coordinator will provide you with additional guidance.

The final lab grades are due on or before the time the final course exam is given. Always be prepared to justify the grades you give. All grades are maintained electronically using "Canvas". The professor in charge of the course will enable you to access the courses grade book. You will assign grades in consultation with the faculty instructor. Do not depart the local area until all your grades are properly recorded in the course grade book and all final grades are submitted electronically.

Students should turn in their work in the laboratory or Canvas as specified, and all graded reports and other materials should be returned to the student in the same way. Laboratory reports are to be returned to the students in the next week. It is your responsibility to grade reports promptly. **Do NOT ask the Office Assistants to hand materials out to the students and do not pile things in the halls.**

Laboratory grades may NOT be posted outside your door. Do not post grades or leave piles of graded work for students to browse through. Do not discuss grades of one student with another. Refer to [FERPA](#) for more information.

Keep a record of student attendance. You must verify that students attending your lab are enrolled in your section. Occasionally students may request to work in your section to make up work from other sections; you may allow this if there is room available.

TEACHING HINTS

Treat the students with respect. Be polite to them. Avoid sarcasm. Don't lapse into crude or obscene language or profanity. You have an obligation to teach the students the proper mode of expression. Be precise, concise, and technically correct in your speech and demand the same of the students.

You are in a position of power, so avoid any appearance of abusing that power. Do not ask any of your students for a date. Do not accept offers for dates from your students. Avoid even the perception of unfair treatment in the classroom.

Respect the lab equipment and lab space you use and make sure the student treats the equipment and space with respect.

If you do not understand the theory of what you are teaching, you should seek faculty guidance. You should never go to class unprepared and uncertain of the theory upon which that class is based. You should strive to keep well ahead of the class.

Continuously **practice** and **preach** safety. Do not tolerate unsafe practice.

OTHER RESPONSIBILITIES

GTA's MUST be on campus beginning with the first week of the semester except for the fall, when they need to be here for the week prior to the start of the semester. You are expected to remain on campus

until your last lab/course section meets and all of your grades are turned in. Do not submit your final grades electronically without consulting the lab coordinator.

Expect to teach your lab the first week of classes unless instructed otherwise.

All GTAs are expected to meet their classes suitably dressed, well groomed, and on time. (And stay until the lab session is over and/or all students are gone.)

No laboratories are to be canceled, except by the professor in charge of the course. If you know in advance that you are unable to meet your laboratory, you must find a substitute and inform the professor in charge of the course. In an emergency, notify the CoC office that you are unable to meet your laboratory.

You are requested to reserve at least four hours a week for consultation with students having difficulties. The times selected for consultation should be announced to each section at the first-class meeting and also posted on your office door.

Be sure to clearly specify all due dates for lab reports, homework assignments, etc., and specify the penalty for late or missing material. This should be done well in advance of the due date.

All GTAs should determine the location of first aid kit, power sources, circuit breakers, fuses, fire extinguishers, fire call boxes, and anything pertaining to the safe and efficient operation of the lab prior to the lab meeting. You won't have time to do this in an emergency so take care of it before the first lab period.