

**Everything You Always Wanted to Know About the Department,
But Didn't Know You Wanted to Ask**

I. Who's Who

1. Who is the staff that I should know and what are their positions?

<u>Name</u>	<u>Position</u>	<u>Phone No.</u>
Dr. Lew Harvey	Chair	2-4998
Nancy Grabowski	Assistant to Chair	2-8708
Don Weatherley	Director of Undergrad Studies	2-6457
Bernadette Park	Director of Graduate Studies	2-1569
Patty Berger	Curriculum Coordinator	2-7358
Lenora Olivas	Financial Manager	2-8080
Ellena Andrus (payroll)	Assistant to Financial Manager	5-0163
Stefanie Coltrain	Assistant to Financial Manager	2-8839
Marissa Meyer	Assistant to Financial Manager	2-8077
Kate Bell	Building Manager	2-8092
Shelley Gomez	Clinical Grad Assistant	2-8805
Alyson Daly	BN, BG, Social and Cog Grad Asst.	2-7249
Jude Cass deLaubenfels	Front Office Manager	2-8662
Jon Roberts	IT Support	2-4280
Ernie Mross	IT Support	2-3297
Linda Lund	IT Support	2-8711
Alicia Segal	Human Research Coordinator	2-7510

II. Staff Office Policies

1. What is the operating hours of the department?

The department office is open from 8-5.

2. Is word processing by the staff available for me for my labs and recitations? If not, what alternatives are available for me? (photocopying, etc.)

No, but photocopying is available. We have two copiers in the front office. You may use the smaller one for small jobs- Jude Cass deLaubenfels will give you a code. You may not use the large one. You will need to put in a request for copying if it is a large job.

3. What are the rules and procedures for use of office equipment and supplies?

There is a fax machine in the front office- you are allowed to use it for local calls. If you have to fax something long distance you will need a code- your advisor has one of these if you are faxing something for him/her. If it is a personal long distance fax you will have to use a calling card, etc.

We have several VCR/TV setups, overhead projectors and LCD projectors in the front office for use in your class. You need to check them out at the front desk.

We have a video library in the front office. The checkout book is blue and is by the videos.

There are some office supplies in the front office. We supply you with dry erase markers, chalk, erasers, pens, pencils, etc. for teaching your class but not for

- furnishing your office. Jude orders the textbooks for the courses for which you are the TA.**
4. How do I go about getting keys to my office and the building?
Key cards for keys to your office are at the front desk and have to be signed by one of the front office personnel. They will give you directions to Access Services (the key shop). You will have to obtain access to the building at night and on weekends from Kate or Jude in the front office. For both key and building access requests you will need your Buff Card.
 5. If I want to change offices, to whom do I speak? What are the policies regarding changes or special requests?
You need to speak to your program director. He/she will know the policies.
 6. What if I desire a new classroom assignment? Who do I see and what are the rules and policies? Do I have a smart classroom? What equipment is available in my classroom?
You need to see Patty Berger about these questions and concerns. She does the curriculum scheduling. She has control over some classrooms in the building but most of them are controlled by central scheduling, the university-wide scheduling office. Note: the university has no extra classrooms available, so changing at the last minute will be almost impossible.
 7. How do I go about reserving rooms for review sessions?
Sometimes the professors ask you to hold a review session in the evening before a big exam. You can reserve a room by seeing Jude in the front office. She has a form you will need to fill out and when she has a room for you she will email you.
 8. Who do I notify in the office if I must cancel a recitation, lab, or class due to an emergency or illness?
Call the front office- 303-492-8662- immediately. Kate, Jude, or someone will post a sign on your classroom door.
 9. Where do I sign up if I desire to be a tutor? What are the department's policies regarding this? How much do tutors in my field charge?
Jude will send out an e-mail about this, see her if you are interested.
 10. Where is my mailbox?
If you are in cognitive, social, BN, or BG they are in the front office. The clinical student mailboxes are in D332.
 11. What should I know about security in the building? When is the building open?
The CU police department is in charge of security in the building. If you need to call them, their number is: 303-492-6666. They open the building at 6:30 am and lock up the building at 8:00 pm. The building is locked on weekends unless it during finals week or an outside group has reserved a room(s) and made arrangements have the building unlocked As building manager, Kate Bell is the

person to contact if something needs to be fixed, light bulbs are out or furniture needs disposal. Kate can be reached at 303-492-8092 or kate.bell@colorado.edu. Always contact Kate rather than leaving unwanted furniture in the hallways.

12. Are there other facilities in the building? (library, snack bars, phones etc.)

There are no libraries here but Norlin Library is not too far away. The UMC (University Memorial Center or student union) has a huge variety of foods available for students most hours of the day. There is a public phone in the lobby on the first floor. There is a coffee shop in the Atlas Building, the Norlin Library and the main level of the MCDB building. All of these buildings are close to Muenzinger.

13. Where are the computer labs in the building?

We have a computer lab for grad students called CLIPR in E317, E311, E321 and E329. In order to get keys to this lab you need to see Linda Lund in E332. There is another computer lab in E311 that is used for grad classes, but you can use it whenever there are no classes being held in it. D346 is an ITS computer lab that we use to schedule classes for undergrads. E0014 is a computer lab that we control and we schedule undergrad classes in there also. D156 is the perception lab and classroom that has separate rooms off the classroom that have computers in them. We schedule many undergrad classes in there. We have a system called pay for printing in the computer labs. The CLPR lab will not cost you but if you want to print in any other lab you will have to pay with your Buff One card. More information is available at:

<http://www.colorado.edu/cpi/index.html>

If you are TAing for a class that meets in a lab that needs to pay for printing and you need to print things for the students, see Patty Berger about getting a special departmental card.