



SCIENCE & ENGINEERING

FALL 2014

Teaching Assistant Orientation

Emergency? Call 4444

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FORMS

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| <ul style="list-style-type: none"> • Certification of Employment • Computer Account Request • Computer Systems Security Pledge of Responsibility • Contract for Temporary Replacement of A Teaching Assistant (TA) • Mid-Semester Teaching Assistant Checklist • End-Of-Semester Teaching Assistant Report | <ul style="list-style-type: none"> • Laboratory Safety Rules and Regulations • Order List • Semester Schedule • Field Trip Waiver of Liability • Vessel Checkout / Float Plan • Vehicle Use Form • Incident Form - Injury/Safety Violation Report • Sample Work Log |
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Fall 2014 TA Orientation Schedule

Monday, August 25th, 2014

All training will be done in CS-101

Welcome, Admin Issues, State mandated On-line training assignments. Student Safety Training: Blackboard online course, Admissions and Records	Githzette & Philip host: Dr. Dave Grise and lab coordinators	8:00am - 8:45am
Disability Services: Policy & procedures, accommodations...	Ms. Jen Weir	8:45am - 9:00am
Counseling Center: Training & help for your students, danger signs...	Dr. Theresa Sharpe	9:00am - 9:30am
Field Trip Safety Policies & Procedures	Mr. Chriss Shope	9:30am - 9:45am
Lab Safety & Lab Inspection. Guide to TAMUCC Emergency Procedures	E, H & S Ms. Sara Ussery Mr. Roy Coons	9:45am - 10:45am
Survival Skills: Professionalism, first impressions, classroom management...	Dr. Gregory Buck	10:45am - 11:15am
Division of Student Engagement & Success: Student code of conduct, classroom mgmt., and cheating/plagiarism...	Ms. Angela Walker	11:15am - 11:45am
Employment packet catch-up	Ms. Estela Voltoline	11:45am - 12:00pm
Lunch	On your Own	12:00pm - 1:00pm
Benefits Programs	Ms. Mary Canales	1:00pm - 1:15pm
Time Management	Ms. Rosie Ruiz	1:15pm - 2:00pm
Research & Graduate Studies*	Ms. Sandra Kureska	2:00pm - 2:45pm
Chemical Safety: Hazard, Handling, Disposal, Storage RCRA, TX HazCom & SDS	Ms. Gaylen Nuckols Mr. Bryan Maloney	2:45pm - 3:45pm
Blood borne pathogen prevention, Biohazard Safety: Hazard, Handling, Disposal, Storage & SDS...	Ms. Githzette Planas-Costas	3:45pm - 4:30pm
Evaluations	Evaluations/Training Acknowledgement forms must be completed and handed in before leaving for the day	4:30pm - 4:45pm
Facilities Tour	Ms. Githzette Planas-Costas, Mr. Philip Jose, E, H & S, and all coordinators	4:45pm - 5:00pm

**Due to safety, security, and the SAC's, TA's are required to have on file a signature that one has been trained (accomplished in orientation) of university rules, regulations and safety on a yearly basis.

2014-2015 ACADEMIC CALENDAR

Fall Semester 2014

August 18, Monday
August 27, Wednesday
September 1, Monday
September 3, Wednesday
October 15, Wednesday
October 16, Thursday
October 20, Monday
November 7, Friday
November 27-28 Thursday-Friday
December 1, Monday
December 2, Tuesday
December 3, Wednesday
December 4-5, Thursday-Friday;
December 9, Tuesday
December 11-12, Thursday-Friday
December 13, Saturday
December 15, Monday

Faculty Start Date
Classes begin
Labor day Holiday
Last day to late register or add a class
Last Day of classes for 1st 7-Week Session and Final Exams
First Day of Classes 2nd 7-week session
Grades Due for 1st 7-Week Session
Last day to drop a class
Thanksgiving Holidays
Last day to withdraw from the University
Last day of classes Final Exams 2nd 7-Week Session
Reading Day
Final examinations 8-10, Monday-Wednesday
Last day to apply for December 2014 graduation
Grading days
Fall Commencement
Fall Grades Due

January Semester 2015

January 5, Monday
January 16, Thursday

Registration and first day of class
Last day of classes and final examinations

Spring Semester 2015

January 19, Monday
January 21, Wednesday
January 28, Wednesday
March 13, Wednesday
March 16-20, Monday-Friday
March 23, Monday
March 25, Wednesday
April 10, Friday
May 4, Monday
May 5, Tuesday

May 6, Wednesday
May 7-8, Thursday-Friday;
May 11-13, Monday-Wednesday
May 14-15, Thursday-Friday
May 16, Saturday
May 18, Monday
May 22, Friday

Martin Luther King, Jr. Holiday
Classes begin
Last day to register or add a class
Last Day of classes for 1st 7-Week Session and Final Exams
Spring Break
First Day of Classes 2nd 7-week session
Grades Due for 1st 7-Week Session
Last day to drop a class
Last day to withdraw from the University
Last day of classes
Final Exams 2nd 7-Week Session
Last day to apply for Spring 2015 graduation
Reading Day
Final examinations
Final examinations
Grading days
Spring Commencement
Spring Grades Due
Faculty end date

Maymester 2015*

May 14, Thursday
May 25, Monday
May 28, Thursday
May 29, Friday
June 1, Monday

Maymester registration & first day of Classes
Memorial Day Holiday
Last day of Maymester
Maymester final examinations
Maymester Grades Due

Summer Session I 2015*

June 1, Monday	Classes begin
June 2, Tuesday	Last day to register or add a class
June 19, Friday	Last day to drop a class
June 30, Tuesday	Last day to withdraw from the University
July 2, Thursday	Last day of classes
	Summer Session I final examinations
July 7, Tuesday	Summer I Grades Due

Summer Session II 2015*

July 4, Saturday	Independence Day Holiday
July 6, Monday	Classes begin
July 7, Tuesday	Last day to register or add a class
July 24, Friday	Last day to drop a class
	Last day to apply for Summer 2015 graduation
August 4, Tuesday	Last day to withdraw from the University
August 6, Thursday	Last day of classes
	Summer Session II final examinations
August 8, Saturday	Summer Commencement
August 11, Tuesday	All Summer Grades Due

August Semester 2015

August 10, Monday	Registration and first day of class
August 20, Thursday	Last day of classes
August 21, Friday	Final Examinations
August 24, Monday	August Session Grades Due

*Some summer session courses will follow a different schedule. Please see the class schedule for information on when particular courses are offered.

Note: Dates of holidays are tentative, pending approval by The Texas A&M University System Board of Regents. For the latest information on dates and deadlines, please consult the appropriate class schedule.

CAMPUS MAP



Teaching Assistants' Handbook

Department of Physical and Life Sciences

Welcome to Texas A&M University - Corpus Christi and the College of Science and Technology. This document provides teaching assistants with information needed for successful teaching at A&M-CC. If something is unclear or questions remain unanswered, please contact your coordinating faculty or department chairperson.

University Organization

A&M-CC is divided into four colleges. The College of Science and Engineering is divided into four departments: Life Sciences (LSCI), Physical and Environmental Sciences (PENS), Engineering and Computing Sciences (ENCS), and Mathematics and Statistics (MATH).

Routine Details

Application of Assistantships

Applications for teaching assistants must be completed each semester. You must reapply each semester and the completed application must be date stamped by the Administrative Secretary or TA Coordinator before the application deadline.

Acceptance for Assistantship

Assistantships are granted on a semester basis. A letter of offer for an entire academic year is usually mailed in April and the prospective TA must accept appointment by the deadline stated, or lose the offer.

Employment documents

Teaching assistants must complete several documents before beginning employment. This "hiring package" for new hires includes a cover sheet, Employee Personal Data Sheet, I-9 form, W-4 form, Employee Acknowledgment and Article IV HB1 form regarding political activities is available from the Administrative Secretary. When you return this package, you must show the Administrative Secretary a current driver's license and original social security card or work visa. You may not begin employment until the I-9 form is completed and proper identification is verified. All documents

If you are a returning TA, you do not need to complete a new hiring package. See the Administrative Secretary if you have any questions.

University Policy

University Rule 33.99.08 refers to Graduate Teaching Assistants and is available from the University WEB page (http://www.tamucc.edu/provost/university_rules/employment/3399C2.htm) or the Faculty Handbook. It is important that you review this policy and become familiar with general academic procedures in the University Catalog, the Faculty Handbook, and the University's Policy and Procedures Manual. These documents are available in ST-319.

Schedule

You are required to work an average of 20 hours each week over the contract period. This involves work before and after the semester begins. Please check with your coordinating faculty and lab coordinator for exact work schedules.

Office

All TAs are expected to maintain office hours. Check with your coordinating faculty regarding the location. Post office hours outside the door, give a copy to the Administrative Secretary, share this information with the students and are available to your students during the posted hours.

Keys

Your coordinating faculty requests appropriate keys for you through the Administrative Secretary. These keys can be picked up from Physical Plant about two weeks after they are ordered. The keys must be returned to Physical Plant at the end of your contract.

Mail

TA's have "mail boxes" in ST-319. Check your box for messages at least once a day.

Copier Information

The Administrative Secretary will provide you with operating instructions for the copy machine in CS-130, ST-319, and the Library. For access to copier codes contact your supervising professor/coordinator. Remember the College is charged for each copy made.

Secretarial Office Hours

During the year, the secretarial office hours are 8:00 am to 5:00 pm M-F.

E-mail & List serves

Provide an email address to your students and forward this information to the Administrative Secretary.

For TAs working for both Life Sciences and Physical & Environmental Sciences subscribe to the PENS and TA list serves at: pals-ta-list-request@sci.tamucc.edu. (Directions are enclosed).

Use the TA list serve to send messages and discuss issues. **Note:** the Dean, Chair, and some of the faculty are subscribed.

Pay

Paychecks are issued first working day of the month and may be picked up from the Administrative Secretary. Check with the Administrative Secretary if you want direct deposit.

Class Rolls

Class rolls are given to the coordinating faculty and then distributed to the appropriate TA. At the beginning of a semester, you will be given an "initial roll", listing the students that have signed up for the course. Check this initial information with your students to correct any registration problems. A final "12th day roll" must be verified, signed, and returned to the Administrative Secretary. Be aware of the deadline.

Class Expectations

Attendance: Many faculty do not make rigid demands for attendance. Some regularly take roll, others do not. Discuss this with your coordinating faculty. The expectation is that the student will attend most classes and that missing a class is never an excuse for missing information. They are expected to know what went on in class and to make arrangements for laboratory make up.

Disruptions: Disruptive students are rare at A&M-CC but problems can occur. The first step is to deal directly with the student in private. If that is not possible or insufficient, you can eject a student from a class for being disruptive. If you must move very rapidly, call campus security at extension 4444 for assistance.

Laboratory Classrooms

The College of Science and Technology has a well-organized laboratory instruction and safety program. The section briefly describes these programs.

Laboratory Coordinators

Each discipline is assigned to one of five Laboratory Coordinators:

- College Operations Supervisor: Steve Baxter (x2471)
- Field coordination: Chriss Shope (x2887)
- Introductory Biology I and II: Philip Jose (x5757)
- Upper level Biology and Life Sciences: Githzette Planas-Costas (x2891)
- Upper level Chemistry: Gaylen Nuckols (x2125)

The Laboratory Coordinators provide many services including ordering supplies, organizing safety lectures, providing incident reports, laboratory safety inspections, hazardous material disposal, equipment maintenance, and almost anything you may require in the laboratory.

Laboratory Lock Codes

The codes for the laboratory door locks are obtained from your lab coordinator or Steve Baxter (x2471). For doors that require card swipe please request access from your supervising professional.

Laboratory Classroom General

The instructor (TA) is responsible for storage and cleaning of all equipment and supplies used during the laboratory and making it safe for the next class to begin. The instructor may do the cleaning himself/herself or enlist students to help. Should the incoming instructor find the laboratory in disarray; he/she should inform the appropriate laboratory coordinator who will try and remedy the situation.

Student Laboratory Safety Training (SMTE-0091)

Each student must take an on-line safety course at the beginning of each semester before they are allowed into the lab. To begin the course, the student should go the University homepage and click on "The Island Online". Click 'Student resources' for login information. This course must be completed with a score of 100% on all five (5) quizzes in order for students to be admitted into the lab. They may take the quizzes as many times as is necessary. The Blackboard 8.0 helpline is 361-825-2825. They must complete this safety course or be dropped from the lab course.

Emergency Phone Numbers

Call the campus police (x4444) first in any emergency situation. They will immediately contact the appropriate responder and will be able to direct them to the emergency location. If the nearest phone is a pay phone, 911 can be dialed without inserting any coins. All laboratories have emergency phones.

Laboratory Safety Responsibility

The laboratory instructor (TA) is responsible for the safety of the students while in the laboratory classroom or field trip setting. It is very important for the instructor to follow the laboratory safety and dress rules. If the students see the instructor disregarding any laboratory safety regulation, the students will disregard the guidelines and may, subsequently, put themselves in danger.

Other Issues

Sometimes it is necessary for other faculty or TAs to walk through your lab. If this becomes disruptive, contact that faculty member or TA.

If you **must** walk through a lab to get supplies or prepare materials, be quick and quiet.

You are responsible for laboratory instruction and direction. **Do Not** conduct personal business, use cell phones, or leave the laboratory during the lab period.

Most faculty have weekly meetings with the TAs assigned to their labs. These meetings are necessary to review laboratory assignments, discuss problems, etc. **Do Not** miss those meetings.

Field Trips

If the course has a field trip planned, you may need to help the faculty with preparation. Contact the Administrative Secretary for complete information. A field trip scheduling form must be filed out before the semester begins and approved by Frank McDaniel (x2887).

All students need to complete a Liability Waiver form and Medical Information Form. The instructor must forward the original forms along with an itinerary and a class roster with emergency phone numbers for all students to the University Police Department. In addition, the instructor must carry a copy of the forms on the trip.

Students are not allowed to take their own vehicles along with college organized field trips.

No alcohol or drugs are allowed at any time during a field trip.

Field trip cell phones must be checked out before you leave campus and must be carried at all times in field.

University Vehicles

Take a copy of your drivers license and proof of insurance to Mr. McDaniel. Schedule with him when he can check you out on the vehicles. He will teach you what you need to know about each vehicle/vessel (i.e. maintenance, operation, and your responsibilities).

Educational Support Services

Student Support Services

Students with Disabilities

The University has an Office for Students with Disabilities (Driftwood 101 x5816) which provides assistance to students. This office may have arranged special services for some students in your class and, if necessary, special accommodations can only be made through this office. For questions, please contact that office.

University Counseling Center

This office provides counseling and personal skill for university students including time management, stress management, and test taking skills. This office is located in the Driftwood Complex (x2703).

University Health Center

This office provides health services for the campus. The center is located in the Driftwood complex (x2601).

Tutoring and Learning Center

The office is located in the library (x5933) and provides tutoring for math, writing, statistics, chemistry, physics, biology, and Spanish. In addition, the College provides tutoring for several classes. Get tutoring information from your coordinating faculty

Faculty Support Services

Media Services

There is a media department (x2602) that will schedule computer laboratories and deliver slide projectors, opaque projectors, and PC setups for computer presentations, etc. to your classroom after prior reservations have been made. They also maintain a large list of films and videos for classroom use. Overhead projectors are located in all classrooms and most laboratories. If you need special presentation equipment, please contact the media department well in advance and provide complete information regarding the needs. For PC setups, it is a good idea to arrive several minutes early to verify that everything is working. You may request a semester work order if you use the equipment every class meeting.

Secretaries

Each faculty has an assigned secretary. They assist the faculty with duplication, test preparation, scanning, transparency creation, phone messages, etc. If your coordinating faculty asks you to do some of these things, do not give them to the secretaries.

Library

The A&M-CC library has professional reference librarians who offer library orientations and tours tailored to specific needs. Set up in advance to request library orientation for your class.

Computers

The computer help Line (x2692) provides technical help on microcomputers located in the offices and the IOL help desk (x2825) can assist you with teaching lab computers. Microcomputer labs can be scheduled for any regular class by contacting Media Services (x2602).

Supplies

The college will supply necessary paper, pens, grade books, markers, and other such materials that are directly used in teaching. These supplies are available in CS-130. If you need something special for a class, contact the Administrative Secretary.

GENERAL INFORMATION

GETTING STARTED

TEACHING ASSISTANTS: Teaching assistants are graduate students contracted on a semester to semester basis to assist professors and lab instructors in teaching labs.

Our goal is to facilitate learning by the students. This does not mean spoon feeding them or babying them. Nor does it mean to treat them harshly (perhaps as you were treated) just because you can. It means that you should treat them as adults and give them the information in a consistent manner, in an atmosphere conducive to their learning.

We are a team and as such everyone must do their part to accomplish our goals. You are an extension of your Coordinating Faculty/Instructor, who is an extension of the Program Coordinator, who is an extension of the Department Chair, who is an extension of the Dean... If you are not a team player and you do not do your part, someone else will have to.

Always treat people as you would have them treat you. If you don't like to clean up after someone then don't leave a mess for someone else.

REQUIREMENTS FOR TEACHING ASSISTANTSHIP:

- You must be accepted to a graduate program (as a graduate TA).
- You must take a minimum of six (6) hours during the long semester you are teaching; three (3) hours in either summer session to teach in the summer.
- You are required to take SMTE-5104.001 in the Fall semester of your first year teaching (Fridays 9:00 am – 10:00 am in ST-201 with Dr. Cherie McCollough).
- You must provide the Secretary completed hiring paperwork no later than the Friday before school begins.
- You must sign and return your letter of offer to the Secretary before the Friday before school begins. (All appointments are offered pending final determination of departmental needs and approval of funding).
- You will be hired for 20 hours per week averaged over the semester (not to teach a specific teaching load).
- You must re-apply for a TA position each semester (Reappointment is contingent upon your satisfactory performance as a TA, and satisfactory progress toward your graduate degree.)
- You must be here—on campus—on August 22, 2011, and work throughout this entire employment period (except for official University Holidays).
- You must attend all mandatory training sessions.

TRAINING REQUIREMENTS:

- In person training including the following workshops: Teaching Survival Skills, Pedagogy, Teaching Strategies, Lessons on Inquiry according to the Science Education Standards, General & Emergency Procedures and Accident Reporting, Texas Hazardous Communication & Hurricane Preparedness, Fire Safety & Extinguisher Training, Counseling Center, Student Affairs, Student Disabilities, Human Resources, Dean's Luncheon, Leadership, Red Cross First Aid & Adult CPR/AED (optional), Chemical Hazard, Storage & MSDS, Biohazard Safety, Field Trip Safety & Procedures, Student Safety Training.
- The following ON-LINE training is mandatory for employment at Texas A&M University and must be completed or employment will be terminated.
 - Creating a Discrimination-Free Workplace
 - Ethics
 - Information Security Awareness

TA WEBSITE:

- **FORMS:** TA application, Certificate of Employment (in-state tuition), Computer Access Request (falcon account), Faculty Data Sheet, TA Training Evaluation - First Semester TAs, TA Training, Evaluation - Returning TAs, End Of Semester Teaching Assistant Report, Mid-semester Teaching Assistant Checklist, Generic supply order form, Contract for Temporary Replacement of a TA, Generic Schedule form, TA Worklog, Laboratory Safety Rules & Regulations, Field Trip Waiver, Incident Report Form
- **LINKS:** Human Resources, Office of Graduate Studies, International Students, TAMU Scholarships, Funding Opportunities
- **FACULTY CONTACT**
- **PHOTO GALLERY**
- **CURRENT TAS:** TA contact information, Why are we TAs?, Training, What research are we doing?

REPRESENTING THE UNIVERSITY:

- You represent this University and as such should conduct yourself in a professional manner at all time when dealing with students, faculty, and staff.
- Use professional vocabulary & dress while in the lab.
- As a representative of the University, be careful what you say to the students, inappropriate conversations and accusations can get you into trouble.
- Take responsibility for what happens in your lab. Don't blame things on others such as the custodians, lab coordinators, etc... It is your responsibility to prepare your lab and students.

WORKING WITH THE FACULTY:

- Read and understand all syllabi (you are as bound to it as the students and professors are).
- Return graded papers in a timely fashion as instructed by your Coordinating Faculty or Instructor. Typically this will be the next lab session. (Remember how you hated it when your teachers didn't hand back papers in a timely manner?)
- Follow the instructor's request for formatting grades (book, excel...).
- Be consistent in grading for each student, each lab, & with other TAs teaching the course.
 - Address grading questions during weekly meetings
 - An easy way to grade consistently is to grade all of the first pages of a report, then all of the second pages, etc.... This way you don't really know which paper is which. It also speeds up grading tremendously.
- Faculty and Coordinators **WILL** be dropping in on your labs, expect them.

TA SEMINAR:

- All newly appointed TA's must register for and attend the TA seminar SMTE-5104.001 in the Fall semester of their first year teaching. This class is scheduled for **Fridays from 9-10 am in ST-201**. If your schedule conflicts with this course you will need to contact Dr. Cherie McCollough (cherie.mccollough@tamucc.edu) to resolve the conflict.

EMPLOYMENT DOCUMENTS:

- Must be complete and received by the Dept. Admin Secretary before school begins.

PARKING PERMITS, RULES & REGULATIONS:

- Parking permits can be purchased at the business office (round building).
- As far as the business office is concerned you are students first and therefore are not qualified for faculty/staff parking.
- Parking rules and regulations as well as parking permit Information can be found at <http://falcon.tamucc.edu/~police/UPD/parking.htm>

It is the desire of the University Police Department to make Texas A&M University- Corpus Christi a pleasant place to live and study. Our officers will be glad to assist when their services are needed. We encourage you to report all accidents, theft, vandalism, or any other offenses to the University Police Department as soon as possible.

Registration of Vehicles

1. All faculty, staff, and students, full or part-time, who operate or expect to park and/or operate a vehicle on University property, regularly or occasionally, are required to register those vehicles with the University Police Department and obtain a parking permit assigning a designated area or areas. All vehicles must be registered on or before classes begin each semester. Vehicle owners and operators may purchase permits at the Business Office.
2. A parking permit is not a guarantee of a parking space. Each vehicle operator is responsible for finding a legal parking space. Lack of space is not a valid excuse for violation of any parking regulation.

Parking Violations

1. No on-street parallel parking is permitted regardless of color of the curb.
2. No parking is permitted in red curbed areas at any time.
3. Parking is prohibited in all campus driveways. Vehicles found there will be subject to impoundment.
4. Schedule of Penalties

- | | |
|--------------------------------|-------------------------------------------------------|
| a.) No Parking Zone | g.) Handicapped Zone Without Permit |
| b.) Loading Zone | h.) Reserved Space Without Permit |
| c.) Wrong Permit for Zone | i.) Visitor Space |
| d.) Wrong Side of Street | j.) Failure to Register Vehicle/Display Current Decal |
| e.) Backed-in | k.) Improper Display or Mutilated Parking Decal |
| f.) No parking, Fire Lane Zone | |

Violator's Obligation

1. All penalties for these violations must be paid at the Business Office between 8:00 a.m. and 7:00 p.m., Monday through Thursday, and between 8:00 a.m. and 3:00 p.m. on Friday during the regular school year.
The penalties assessed for violations constitutes an indebtedness to Texas A&M University Corpus Christi. Anyone failing to pay them is subject to disciplinary action, impoundment of vehicle, or withholding of grades and/or transcripts. In addition, referral may be made to an appropriate court.
3. Should penalties not be paid by the due date (ten { 10 } calendar days from date issued) a late fee of \$5.00 will be assessed.

Responsibility

All students, faculty, and staff are responsible for regulations printed on this handout.

Thank you for helping to make A&M-CC a safe and orderly place where we can study and work together.

Alan A. Gutierrez, Chief, University Police Department

DRIVING UNIVERSITY VEHICLES:

- To drive University vehicles provide the Field Coordinator (x2887) CS-125A with a copy of your driver's license. If you have had three (3) tickets in the last three (3) years you are not eligible to drive university vehicles.
- Schedule with the Field Coordinator a time to be checked out on the vehicles.

POSTING SEMESTER SCHEDULE:

- Provide the department Admin. Asst./Secretaries and your Coordinating Faculty or Instructor with a copy of your schedule as soon as possible.
- Post your schedule on the door where you will hold your office hours
- Abide by your schedule
- Your schedule should include:
 - E-mail address and a schedule that includes office hours, where your office hours will be held, as well as your class, lab, lecture, and research schedule.
 - An example form is provided in the forms section of this book.

MAIL BOXES:

- You should check your mailbox daily but at a minimum once EVERY week

KEYS & SWIPE CARDS:

- TAs working in the ST building must have their Coordinating Professor e-mail the Administrative Secretary to have their student ID activated to access the ST building, office & labs in which you will be working.
- TAs working in CS & CI must have their Coordinating Professor e-mail Administrative Secretary to order keys from physical plant (you must go to physical plant with your student ID and pick them up as well as turn them in at the end of your teaching term).
- Keys take approximately two weeks so please don't begin asking about them before that.

- Another TA, the Secretaries, Custodians, and the Lab Coordinators can give you access until you receive your keys.

E-MAIL:

- You are required to use e-mail; either your student account (islander) or employee account (tamucc).
 - If you want an employee account you must sign up for this service it is not automatic. Fill out the “Computer Account Request” and “Computer Systems Security Pledge of Responsibility”, have your faculty supervisor sign it then submit it to Geri. When the account is ready, Computer Services will contact you. Go to CCH-107 (with identification) to pick up your password. To access this e-mail go to: <https://webmail.tamucc.edu/>.
- You should check your e-mail daily (at the **very** least).

LIST SERVES:

You are required to subscribe to several list serves:

1. Subscribe to the department list serve where you will be teaching
2. Subscribe to your individual program list serve ex: Bio I or II, Gen Chem, Organic... see your supervisor for the addresses.

TEACHING SUPPLIES:

- Teaching supplies are stored
 - PENS TAs: CI-130 supply room and the secretary has the key.
 - LSCI TAs: ST-319 “ “
 - MATH TAs: CI Third Floor Office
- These supplies are to be used for work related activities only.
- You must have your Coordinating Professor or Instructor e-mail the secretary if you need a printer cartridge.

CLERICAL STAFF:

- Geri Fernandez (Life Sciences Admin. Assistant) = ST-319B x2754
- Diana Avila (Physical and Environmental Sciences Secretary) = CS-130 x2681
- Susane Horn (Math Admin Assistant) (CI -301) x2459
 - Our clerical are wonderful people, they do **NOT** work for you. Each one has over a dozen Faculty, Instructors, and Adjuncts that they are assigned.
 - If you have a question, ask your Coordinating Faculty or Instructor first before going to the clerical staff.
 - The clerical staff is very helpful, but upsetting them is not conducive to getting what you need.
 - They do not answer the phone or take messages for you.
 - They do not make copies for you.
 - Do not send students to give them things. The student will be sent back to you.
 - If you send a student to put something in your box tell the student exactly where the box is and that they are **not** to give it to the staff because she/he is will not be responsible for it.

PAYROLL, BENEFITS, AND INSURANCE ISSUES:

PAYDAY:

- You are paid monthly.
- Pick up your check on the first of the month or the next working day after the first from the appropriate clerical staff member.
- Direct deposit is available. Be aware that it takes time to set up.
- Direct deposit forms are available during the TA Orientation or at the Payroll office.

PAYROLL PERIOD:

- Sept 01 – Jan 15 = Fall semester
- Jan 16 – May 31 = Spring semester
- Jun 1 – July 15 = Summer I
- July 16 – Aug 31 = Summer II
- Your first paycheck will be in October (a full month's pay).
- If you work both semesters the last check will be in June (a full month's pay)
- If you work the Fall semester only the last check will be in February (½ month pay).
- If you work Summer I your first paycheck will be July (a full month's pay) and the last paycheck will be in August (½ month pay)
- If you work Sum I & II your last paycheck will be in September (a full month's pay)
- If you work Summer II only (not summer I) your first check will be August (½ month pay) and the last check will be in September (a full month's pay).

PAY PERIOD VS. ACTUAL WORKING HOURS:

- Fall pay period: Sept 01 - Jan 15 (~ 19 ½ weeks)
 - actual work period: Aug 25 - Dec 19 (~ 17 weeks)
- Spring pay period: Jan 16 - May 31 (~19 weeks)
 - actual work period: Jan 12 - May 21 (~19 weeks - spring break = ~17 weeks)
- These dates may vary depending on which Department you are assigned.
- Typically everyone gets Spring Break week off. In some cases TAs are required to stay during Spring Break. See your coordinating faculty several weeks before spring break begins to see if you are required to work that week.
- Please do not ask to leave before the semester ends or come back late.

BENEFITS:

- The University pays for a part of TA insurance after a waiting period. Contact HR at: university Services Center #121
 - (361)825-2630
 - (361)825-5871 (fax)
 - human.resources@tamucc.edu
 - MWR 8:00 AM - 5:00 PM
 - T: 8:00 AM - 7:00 PM
 - F: 8:00 AM - 3:00 PM

TA RESPONSIBILITIES & DUTIES

20 HOURS PER WEEK AVERAGED OVER THE SEMESTER

- You are required to work 20 hours per week averaged over the semester.
- Your TA duties may include but are not restricted to:
 - Teaching and preparing labs
 - Grading papers
 - Driving for field trips
 - Attending weekly meetings
 - Attending lecture
 - Proctoring exams
 - Holding office hours (in the office assigned to you or in the lab)
 - Providing feedback to your Coordinating Faculty or Instructor (if asked)
 - Studying lab material in advance of weekly meetings
 - Proofreading labs, exams, handouts, etc...
 - And anything else your Coordinating Faculty or Instructor may ask of you

WORK LOGS:

- It is highly recommended that you keep a worklog.
- When you clean up the lab, document it. When you teach a lab for someone else, document it, etc... (Be honest! Ex: grading and proctoring a 2 hour test at the same time is working 2 hours not 4 hours)
- If you are regularly working well over 20 hours per week, and you are working efficiently and diligently during that time (not wasting office hour time playing on the computer instead of grading papers, etc) you need to report it to your supervising professor or the TA coordinator so they can adjust the schedule or request additional help.
- The work log is a way to document and justify getting additional help and/or assigning tasks.
- See an example work log enclosed

END OF SEMESTER DUTIES:

- You will be expected to work 20 hours the week after finals.
- Typically these duties are cleaning, reorganizing the labs, inventorying lab supplies, chemicals, and equipment, cleaning microscopes, &/or setting up for next semester.
- We try to get everyone together so that everyone works the same amount.
- Contact your Coordinating Faculty or Instructor in advance of finals week to coordinate end of semester duties. After your Coordinating Faculty or Instructor has released you, go see the lab coordinator for the lab you work in for your end of semester work assignment.
- If you want to be gone during this time contact your Coordinating Faculty or Instructor about doing your 20 hrs of end of semester duties before you leave (in addition to your regular 20 hours that week). Make sure you get your assignment from the lab coordinator as well.
- **Please do not plan a trip or buy airline tickets in advance for this week unless you have completed this work. You will be asked to cancel your reservations.**

OFFICE HOURS:

- You are required to hold office hours.
- Do not hold office hours during the students lecture or lab. Choose times when you can help the students the most.
- The number of hours will be specified by your Coordinating Faculty or Instructor (typically 1-1½ hr. per lab. Ex: if you TA three labs you should hold 3-5 office hours per week).
- You must hold office hours even if NO ONE EVER shows up. This is your job.

- Utilize the time you are holding office hours well by consulting with students, grading papers, or preparing for a lab.
- You must be physically present in your office or lab (Not NRC or Blucher or USFWS, etc...)
- If you **MUST** leave the office for a few minutes, leave a note on the door telling the students where they can go to find you and the time you will be back. Ex: Laura is in CS-221 until 4:45 (and the date).

FIELD TRIPS (as TAs):

- TAs have always been welcome on field trips and are encouraged to volunteer and participate.
- If you are not the TA assigned to that field trip, you need to make sure that going does not conflict with ANY of your TA duties including teaching lab, office hours, proctoring, attending lecture or attending weekly meetings, etc...
- When you are on a field trip as a TA, you are responsible for the safety of the students just as if you were in the lab.
- NO ONE goes home until ALL University property including the vehicles, equipment & supplies are cleaned, inspected by the Field Coordinator, and shelved in the proper location.
- It is very difficult to get the equipment we need so it is essential that we take care of what we have.

FIELD TRIPS (AS STUDENTS):

- You are responsible to abide by the schedule you created at the beginning of the semester including proctoring, teaching, attending meetings, keeping office hours, etc... that is what you were hired for.
- If you have a class field trip that conflicts with your work schedule YOU must find someone (who is qualified) to teach your lab, cover your proctoring duties, meetings etc...Well in advance.

SUBSTITUTIONS (REPLACEMENTS):

- Substitutions in teaching labs are not recommended. This disrupts the students and makes it more difficult for them to do well in lab. A substitution is only approved for a few special circumstances (not just because you want to go out of town or to a friend's wedding, etc...).
- As with field trips, ANYTIME you MUST miss an activity for which you are responsible, YOU must find a qualified replacement well in advance of the activity.
- The TA (**not** the Coordinating Faculty or Instructor, Secretary, Lab Coordinator, etc.) is responsible for finding a replacement when he or she is unable to perform required duties.
- You and your replacement are required to complete the "Contract for Temporary Replacement of a Teaching Assistant (TA) During a Non-emergency Absence" in its entirety.
- The TA's Coordinating Faculty or Instructor must approve—at least one (1) week in advance—all replacements.
- Requests for a lengthy absence or numerous absences may be denied.
- **All** duties that the TA expects his or her replacement to perform must be listed—in writing.
- Failure of a replacement to perform his or her duties is a breach of contract by the replacement.
- Enclosed is a Contract for Temporary Replacement of a Teaching Assistant (TA) During a Non-emergency Absence form.

TEACHING

PREPARING FOR WEEKLY MEETINGS:

- Unless you know everything about the lab you are teaching cold, you will have to study the material you will be teaching. You are responsible for learning the content you will be teaching in time to discuss it in the weekly meetings. This may mean extra time reading the text etc...
- "I didn't have time to look at the lab before the meeting and my lab isn't until Friday anyway, I have plenty of time" is not good enough. You should have read the lab well enough to understand it and have questions prepared before you go into the weekly meetings. That is what the meetings are for.

- There is no one available to tutor you before the meeting or before your lab.

FACULTY RENAISSANCE CENTER:

- This is a great resource and can teach you PowerPoint, Excel, Access, etc.. Contact **Joseph Doan** (x3865) joseph.doan@tamucc.edu

MEDIA SERVICES FOR LABS:

- Media Services handles all forms of Audio-visual (AV) equipment including mobile computers, projectors, VCR/TV set ups, etc... that can be set up in your lab in advance.
- If you need a computer, projector... for your lab, make sure you order it early.
- Check the day before to make sure it will be in your lab at the proper time.
- Miscommunication happens; these people can be a great resource, do not abuse them. (The reality is that they can make it a good semester or a bad one depending on your attitude).
- Order media at x2602 WELL IN ADVANCE since they only have a limited supply of mobile equipment.
- For Media Services help in CI dial x 5842
- Check the equipment in your lab early in case it is not working you can call media services with the emergency.

MEDIA SERVICES FOR LECTURE ROOMS:

- Media Services also maintain the AV equipment permanently installed in the lecture halls.
- You may be asked to set up (x2602) and troubleshoot media in the room where your Coordinating Faculty/Instructor lectures, learn the equipment before the first lecture to avoid problems.
- It does not matter if the lecture class is listed in the schedule of classes, you or your Faculty must call Media Services and put in a work order at the beginning of the semester or the equipment may be broken when you get to the lecture hall.
- Media services will be happy to teach you how to use the equipment.
- Sometimes the AV equipment doesn't work. Always have a backup plan.

STUDENT PRIVACY:

- DO NOT:
 - Let a student see some other student's grade or graded work.
 - Hand out papers so that other students can see a student's grade.
 - Give graded papers to someone's friend to give to them.
 - Post grades in any way, shape, form, or fashion.
 - E-mail grades unless it is through a secure server to a secure server (ex: islander)
 - Put graded papers outside your door for the students to pick up.
- Instead:
 - Hand graded papers into the appropriate student's hand.
 - Give back graded papers in lab or during office hours.

STUDENTS WITH DISABILITIES:

- All students should be treated equally. A student should not be given special accommodations (something you wouldn't give every other student) unless they have a letter from the office of Student Disabilities.
- You may be receiving letters concerning students with disabilities.
- These letters and their contents are confidential.
- They will instruct you on how to work with these students.
- Discuss how you can accommodate the student with your Coordinating Faculty/Instructor as well as the appropriate lab coordinator if necessary
- You should never suggest to any student that they need special help.

- You can, however, tell the entire class that help is available and where to seek it.

FRIEND/TEACHER BOUNDARY:

- Maintain a professional relationship/attitude with the students.
- Do not give the students advice; you are not an advisor or a shrink, etc...
- If they ask you questions of a personal nature or that do not deal with the subject you are teaching, refer them to the Health Clinic, Counseling Center, Student Affairs office, their advisor or professor, etc...
- DO NOT HAVE ANY KIND OF RELATIONSHIP WITH YOUR STUDENTS OTHER THAN STRICTLY PROFESSIONAL, DO NOT DATE YOUR STUDENTS OR HANG OUT WITH THEM.

YOU ARE THE EXAMPLE:

- Set a good example for the students
- You are required to wear a lab coat, long pants/skirt, and closed toed-heeled shoes everytime you go into a lab regardless of what is happening in the lab
- Always be on time (which includes a minimum of 5 minutes before your lab begins- ex: what if media doesn't work??)
- Always be prepared
- Do not gossip, whine, or gripe in front of the students.
- Do not talk about Faculty, other students, or TAs, in front of your students.

ATHLETICS/ROTC...: -

- See your Coordinating Faculty/Instructor regarding special conditions and excused University absences.
- These students **should** schedule with you beforehand to make up work but...

EVALUATIONS & REASSIGNMENT

REASSIGNMENT FOR NEXT SEMESTER:

- You are on a semester to semester contract (after your 1st year) and reassignment next semester is not guaranteed.
- Coordinating faculty/instructors as well as the Lab Coordinators will make recommendations to the selection committee for next semester.

MIDTERM CHECKLIST:

- At midterm Coordinating Faculty/Instructors will complete a midterm checklist to help guide TAs and head off potential problems.
- A copy of the checklist is enclosed.

TA EVALUATIONS:

- At the end of the semester Coordinating Faculty/Instructors will evaluate the job performance of each TA and make a recommendation for rehire or not.
- A copy of the evaluation is enclosed.

LABORATORIES

LAB SAFETY:

- You are required to follow every lab safety rule (you are the example).
- You are required to wear a lab coat, long pants, and closed toed-heelled shoes every time you go into a lab regardless of what is happening in the lab. .
- Do not take food or drinks **OF ANY KIND** into the lab or prep room
- If one of the Lab Coordinators has to tell you to follow the lab safety regulations, they will also report it to the TA Selection Committee, as well as others.

LABORATORY COORDINATORS:

- If you are not sure of something please ask. The lab coordinators are always happy to help if you **really** need them.
- They would much rather you ask them questions first, then for you to do something that will get you into trouble and ultimately cause them more work.
- If you are looking for something for the lab make sure you have looked everywhere before going to the lab coordinator. There is nothing more embarrassing than having the Lab Coordinator find the missing item in the spot that you just said you searched.
- Lab coordinators are:
 - Steve Baxter – CS-126 x2471 (Op. Supervisor – for the College)
 - Chriss Shope – CS-125A x2887 (Field Coordinator)
 - Githzette Planas-Costas – CS-253 x2891 (Upper Level Life Science Lab Coordinator)
 - Philip Jose - CS-243 x5757 (Intro. Bio Lab Coordinator)
 - Gaylen Nuckols-CS-105 x2125 (Upper level Physical & Environmental Sciences Lab Coordinator)

LABORATORY ROOMS:

- These rooms are not yours, many other people must use them so be polite, cooperative, and always clean up after yourself.
 - Wipe down the tables with cleaner (if you have no cleaner in the lab ask for it).
 - Clean off the board (unless you need to leave it for the next TA).
 - Put up all your materials (unless you need to leave it for the next TA).
 - Restock gloves, paper towels, and cleaning supplies before you leave the lab.
- If you get the students into the habit from the first class day, they will clean up the lab for you every time without much prompting.
- There are often back to back and simultaneous labs. Obtain a list of when the lab is open so that you can prep your lab during times when there is no one in there.
- If you must walk through a lab to get to the prep room do it quickly and quietly without attracting attention to yourself.
- Likewise, people may need to pass through your lab, don't get bent out of shape. **Deal with it by continuing the activity or discussion as if they weren't there. If you stop and gawk at them it will distract your student even more.**
- If you are holding student presentations in the lab room close the door and post a STUDENT PRESENTATIONS IN PROGRESS DO NOT DISTURB sign.
- If the door is closed and students are presenting, wait until the presentation is finished before entering the room.

LAB SUPPLIES:

- **you are responsible for having everything you need to teach your lab.**
- If someone else preps your lab, you are still ultimately responsible.

- Go in early and check the prep to make sure you have what you need before lab begins. Give yourself enough time to fix any problems (5-10 minutes before lab begins is usually too late)
- If you run out of something during a lab you need to restock it for the next lab.
 - 1st look carefully in all the cabinets in the lab & prep room
 - 2nd ask the appropriate lab coordinator
 - Paper towels can be obtained from your lab coordinator
 - Gloves & Safety Glasses = the appropriate lab coordinator for that lab
 - Biohazard Bags or boxes = CS-253
- If you are ordering supplies for your lab course, you need to get your order to the appropriate lab coordinator three (3) weeks in advance of when you need it.
- A Supply Request form is enclosed (make copies as needed). We do not process orders written on paper towels, etc...
- The supply request must to be filled out completely. If it is not filled out completely, it will not be processed.

PHONES IN THE LABS:

- The phones in the labs are campus extensions only.
- During lab, the lab phones are for emergencies only (Ex: call Security about a disturbance or fire, Media Services about a broken computer, etc...)
- Turn off your cell phone - taking a personal phone call during lab is very unprofessional and unacceptable.

LAB CODES:

- For lab access in CI or CS, request from your Coordinating Faculty/Instructor.
 - For CI - enter your 4 digit code & the * key. When you hear the click you may enter.
 - You must enter the code again to lock the lab when you leave. (Green=open, Red=locked)
 - **Do not** give your code to anyone **FOR ANY REASON.**
 - Go to the lab before your first lab and make sure your code works (if it doesn't see your coordinating faculty/instructor or the lab coordinator).

LAB EQUIPMENT:

- If you are going to use equipment during your lab make sure it is in working condition before lab begins.
- If lab or media equipment needs repair contact the appropriate Lab Coordinator or Media Services well in advance of your lab.
- If something breaks during lab and you cannot fix it, call the appropriate Lab Coordinator or Media Services as soon as possible. Do ***NOT*** leave it broken for the next person (they will not appreciate it and will contact your Coordinating Faculty/Instructor or the Lab Coordinator who will document the incident).
- Overhead projector bulbs: Ask Media Services to teach you how to change the bulb in the overhead projector. If the bulb burns out, check inside for the spare bulb and change out the bulb. Call Media Services immediately so they can replace the spare bulb for the next TA. Again, they will not appreciate it if you leave the projector bulbs burnt out or if you don't replace the spare and they WILL contact your Coordinating Faculty/Instructor or the Lab Coordinator.

UNAUTHORIZED PERSONS IN THE LAB:

- If you see someone in a lab that you do not believe belongs there,
 - Ask them who is supervising them, who authorized them to use the lab, how they got access, what they are doing, etc... Remember always be nice (and professional)!
 - If you believe they do not belong, ask them to leave or go find the person that authorized them, find out if they belong, and report the incident to the appropriate Lab Coordinator (you may call x5700 – information - from the lab phone to inquire about the person).
- **DO NOT OPEN THE LAB FOR ANYONE YOU WILL NOT BE PERSONALLY SUPERVISING.** This means that you have to actually sit in the room with them...!
- No one should be using the labs alone, especially undergraduates; there are a few exceptions of course.

SCAVENGING SUPPLIES (JUST DON'T):

- DO NOT go into a lab and take something.
- If you need to borrow something from a lab that you are not authorized to go into, see the appropriate Lab Coordinator.
- If the Lab Coordinator lets you in and allows you to take the item, be sure to leave a note saying that you took it and when you will replace it. Replace the item as soon as possible! No not forget (and ask permission first).
- Remember that the supplies in the labs have been purchased and placed in that lab for a reason. Someone is counting on that item to be there when she/he needs it.

BACK TO BACK LABS:

- For those times when labs are scheduled back to back do not let your lab run late.
- Have your lab cleaned and your students out of the lab 5-10 minutes before the time posted in the schedule. (Example: if lab runs 10-12 then be out by 11:50).

LAB CARTS:

- The lab carts are needed for transporting and holding the supplies for that week, not storage.
- Put things back **where they belong** and do not leave things on the carts. If you don't know where it belongs, ask! If no one is around to ask, search the room and put it with other items of like kind (then tell someone where you put it).

COMPUTER INFORMATION

**See FORMS SECTION for
Computer Account Request and
Computer Systems Security Pledge of Responsibility**

TEACHING ASSISTANT LIST SERVE
A list serve has been set up for PENS & LSCI Teaching Assistants.

Please subscribe AS SOON AS POSSIBLE.

=====

TO SUBSCRIBE go to

<http://www.sci.tamucc.edu/mailman/listinfo/pals-ta-list>

and fill out the information

Within a few minutes, a message will be sent back to you as conformation.

Read the e-mail message and follow the instructions.

TO POST MESSAGES send the message to

pals-ta-list@sci.tamucc.edu

TO REMOVE YOURSELF FROM THE LIST SERVE

go to

<http://www.sci.tamucc.edu/mailman/listinfo/pals-ta-list>

scroll down and fill out the information at the bottom

and choose "unsubscribe or edit options" follow the instructions.

**Follow the above procedure and subscribe to other list serve such as the
specific course you are teaching and the opportunities list
<http://www.sci.tamucc.edu/mailman/listinfo/opportunitites-list>**

The TA list serve is your list serve to use as you will.

Careful though, the faculty & staff will be receiving all the messages you send.

SUPPLY ORDERING

See **FORMS SECTION** for
Blank Order Form

SUPPLY ORDERING – SOP

1. Give the lab coordinator at least **THREE WEEKS** to process the order and get your supplies received.
2. Supply order list forms must be filled out **completely** with the most recent pricing available (**GET A QUOTE - IT WILL SAVE YOU TIME AND PAIN LATER**).
3. You **MUST** have an account number on the order form for it to be processed.

If the pricing is incorrect YOU must provide the lab coordinator a LOCAL account number from which to take the rest of the money. The lab fees accounts are STATE accounts and cannot be used for this.

SAFETY TRAINING

See **FORMS SECTION** for
Laboratory Safety Rules and Regulations (for students)

Texas A&M University-Corpus Christi
Environmental Health and Safety
6300 Ocean Drive, Corpus Christi, Texas 78412 (512)980-5555 FAX (512)980-3337

The Texas A&M University-Corpus Christi
Hazard Communication Program

I have been instructed on the matters related to chemical and physical hazards in my work area. The topics covered include:

1. Safe handling of the hazardous chemical specific to my work area.
2. Instrumentation and physical hazards specific to a particular work area.
3. Appropriate personal protective equipment needed and protective measures taken for work done.
4. Location of all emergency equipment (fire extinguisher, eyewash/shower) and emergency response measures to be taken (evacuation, fire/spill response.)
5. Location and use of Material Safety Data Sheets for chemicals in my work area.
6. Interpretation of chemical labels and reminder that all chemical containers (flask, vials) left for an extended period of time must (ex: Overnight) be labeled.
7. Other hazards specific to my work area. Please list the other topics covered

NFPA DIAMOND

HEALTH HAZARD

- 4 - Deadly
- 3 - Extreme danger
- 2 - Hazardous
- 1 - Slightly hazardous
- 0 - Normal material

FIRE HAZARD

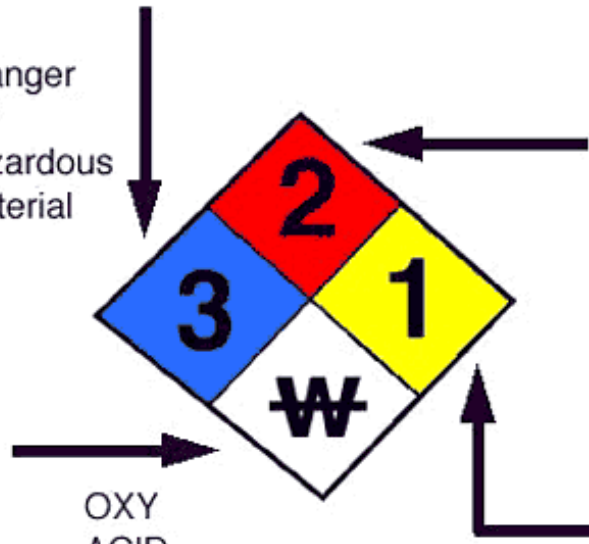
- Flash Point
- 4 - Below 73° F
 - 3 - Below 100° F
 - 2 - Below 200° F
 - 1 - Above 200° F
 - 0 - Will not burn

SPECIFIC HAZARD

- | | |
|------------------|--------------|
| Oxidizer | OXY |
| Acid | ACID |
| Alkali | ALK |
| Corrosive | COR |
| Use NO WATER | W |
| Radiation Hazard | ☢ |

REACTIVITY

- 4 - May detonate
- 3 - Shock and heat may detonate
- 2 - Violent Chemical change
- 1 - Unstable if heated
- 0 - Stable



SDS –SAFETY DATA SHEET

SAFETY DATA SHEET



Conforms to Regulation (EC) No. 1907/2006 (REACH), Annex II (453/2010) - Europe

METALCLEAN

Version : 1.0

SECTION 1: Identification of the substance/mixture and of the company/undertaking

1.1 Product identifier

Product name : METALCLEAN
Product code : 114404E
Product use : Instrument cleaner
Product is for professional use only

1.2 Relevant identified uses of the substance or mixture and uses advised against

Identified uses
Medical devices . Semi-automatic process

Uses advised against
None known.

1.3 Details of the supplier of the safety data sheet

Manufacturer/ Distributor/ Importer : Ecolab Deutschland GmbH
Reisholzer Wertstrasse 38-42
Postfach 13 04 06
DE-40554 Düsseldorf
Tel +49 (0)211 9893 0
Fax +49 (0)211 9893 384
Commercial-Services.de@ecolab.com

1.4 Emergency telephone number

National advisory body/Poison Centre

Telephone number : Giftinformationszentrum-Nord (GIZ-Nord) Göttingen)
Robert-Koch-Straße 40
37075 Göttingen
Tel.: 0551 19240
Fax: 0551/3831881 (24/7)

Manufacturer/ Distributor/ Importer

Telephone number : Ecolab Deutschland GmbH
+49 (0) 211 98 93 700 (24/7)

SECTION 2: Hazards identification

2.1 Classification of the substance or mixture

Product definition : Mixture
Classification according to Regulation (EC) No. 1272/2008 [CLP/GHS]
Skin Corr. 1A, H314

Classification according to Directive 1999/45/EC [DPD]

The product is classified as dangerous according to Directive 1999/45/EC and its amendments.

Classification : C; R35
Human health hazards : Causes severe burns.
See Section 16 for the full text of the R phrases or H statements declared above.
See Section 11 for more detailed information on health effects and symptoms.

2.2 Label elements

Date of issue/Date of revision : 16 August 2012

1/12

CHEMICAL SPILL KIT - SOP

*****PROPER SAFETY APPAREL MUST BE WORN BEFORE CLEAN-UP OF SPILL, INCLUDING LABCOAT, GOGGLES, & GLOVES. IF UNSURE OF THE PROCEDURE, EVACUATE THE AREA AND SEEK HELP IMMEDIATELY FROM INSTRUCTOR OR COORDINATOR.*****

Items included in Spill Kit:

- Gray Spill Pads for Solvents, Oils, Flammables
- Pink Spill Pads for Acids and Caustics
- Small Mercury Spill Clean-up Kit, instructions
- Caustic (Red) Neutralizer in Spray Bottle
- Acid (Purple) Neutralizer in Spray Bottle
- Baggies for Solid Spills
- Small broom/dustpan

INSTRUCTIONS

For Solvent/Organic liquid spills: place GRAY pad on spill and wipe up entire area, place used pad in air-tight container or trash bag. Take container to the appropriate lab coordinator for disposal. DO NOT PLACE IN TRASH, this is a flammable hazard.

For ACID liquid spills: Place PINK pad on spill and wipe up entire area. Then spray neutralizer (purple liquid) over entire area (color should go from purple to pink once neutral, if visible.) Then spray water over area to aid in cleaning area. Rinse area again with water until no longer acidic or sticky. For larger spills (>100ml), place pad on area. Then exit lab and get assistance from coordinator or instructor.

For Caustic (Base) liquid spills: Place PINK pad on spill and wipe up entire area. Use directions above for acid spills EXCEPT use RED liquid spray bottle instead of purple liquid.

For Mercury Thermometer Breaks: Pour small amount of Hg Absorb* metal over contaminated area. Spray small amount of water on sponge from kit, use enough to moisten sponge. Spray small amount of water over contaminated area with Hg Absorb. Wipe or sweep wetted powder over all crack and hard-to-reach locations to pick up as much mercury as possible. Sweep or sponge up mercury/metal amalgam. Deposit all material including broken glass into ziplock baggie, seal, and take to coordinator for disposal.

For Solid Spills: if the solid is inorganic and without heavy metals, sweep up and put in trash. If solid is organic or has heavy metals, sweep up and put in ziplock baggie. Label and take to coordinator for disposal. Sweep up all broken glass and put into broken glass container.

COMPLETE INCIDENT REPORT FORM!!! Give it to Coordinator.

CHEMICAL WASTE DISPOSAL SOP

MOST IMPORTANT: DILUTION IS **NOT THE SOLUTION TO POLLUTION!!!**
Do Not Dump Any Chemical down the sink or in the trash without Approval from Coordinator. Protect yourself, our students, and the environment.

1. Before the lab experiment begins, know what waste products you will be generating.
2. Obtain a clean, dry, and empty container. Remove any old labels COMPLETELY. Place a CHEMICAL WASTE label on the front. You can obtain a waste container and label from the lab coordinator.
3. Fill Out the Label COMPLETELY. Example of Properly Labeled Waste Container is at the bottom of this page.
4. Do not mix liquid and solid waste. Solid waste should be in a separate container unless it is a precipitate from a liquid. Solid waste does not include paper, filters, plastic tips, or glass pipettes. These items can go in the trash or glass deposit box.
5. Liquid waste should not be mixed unless it is of the same type, i.e. aqueous, organic (solvent), or heavy metal. If you are unsure, don't mix, just label and take to lab coordinator.
6. Fill container up to just below neck of bottle. DO NOT FILL TO THE TOP. Watch the level in amber bottles carefully. Once an individual container is full or once the lab day is complete, place the bottle in the satellite container.
7. Use the satellite stations to store bottles temporarily (NOT THE HOOD)
8. If you have old chemicals in the original container, add chemical waste label that includes your name, class, and date. Take chemical to lab coordinator for disposal.

CHEMICAL WASTE Aqueous/Acid

Main Components: Nitric acid, Silver Nitrate, and Potassium Dichromate
Sodium Hydroxide, Hydrogen Peroxide, Sulfuric Acid

Lab: General Chemistry

Start Date: Feb 29, 2000

Contact: Katie Crysop, Mary Teasdale, Amy Kolterman (TA)

BIOLOGICAL HAZARD LEVEL TABLE

Safety Level	Agent Characteristics	Safety Practices	Primary Barriers	Secondary Barriers
1	Not known to cause disease in healthy adults	Standard Microbial Practices.	None	Open bench top sink required.
2	Associated with human disease.	Level 1 precautions plus: -Limited access -Biohazard warning signs -Biosafety manual defining needed waste decontamination or medical surveillance policies	-Class I or II biological safety cabinet or other physical containment devices -Laboratory coat -Gloves -Face protection as needed	Level I precautions plus: -Autoclave available
3	Indigenous or exotic agent with the potential for aerosol transmission. Known to cause disease with serious or lethal consequences.	Level 2 precautions plus: -controlled access -Decontamination of all waste -Decontamination of laboratory clothing before laundering -Baseline serum collected and stored	-Class I or II biological safety cabinet or other physical containment devices -Protective clothing -Gloves -Respiratory protection as needed	Level 2 precautions plus: -Physical separation from access corridors -Self-closing, double door access -Exhausted air not recirculated -Negative airflow into laboratory
4	Dangerous / exotic agents which pose high risk of life-threatening disease and aerosol transmitted infection. Related agents with unknown risk of transmission.	Level 3 precautions plus: -Clothing change before entering -Shower upon exit -All material decontaminated upon exit from facility	-All procedures conducted in Class III biological safety cabinets or in Class I or II safety cabinets with full-body, air-supplied, positive pressure personnel suits.	Level 3 precautions plus: -Separate building or isolated zone -Dedicated supply/exhaust, vacuum, and decontamination systems -Other requirements, as necessary

BIOHAZARDS IN THE LABORATORY

What is a biohazard?

Anything that has come into contact with bacteria, fungi, viruses, or bodily fluids

What are the correct containers for disposal of biohazardous material?

1. Plastics = biohazard bag (orange or red)

Examples: petri dishes, specimen containers, pipet tips

2. Glass = biohazard box (cardboard, biohazard symbol on front and two orange bags inside)

Ex: Microscope slides and coverslips, broken contaminated glass, pipets, and test tubes

3. Gloves (contaminated with biohazardous material) = biohazard bag.

4. Needles = sharps container, hard plastic (yellow or red)

5. Razor Blades = sharps container, hard plastic (yellow or red)

6. Scalpels = sharps container, hard plastic (yellow or red)

7. Wooden probes or toothpicks = biohazard box

What is the proper procedure for handling the disposal of containers when they are full?

1. **Biohazard box:** assemble box per instructions on the box line with 2 orange bags before filling.

Once full, close per instructions on box. Follow Biohazard Bag SOP.

2. Sharps container = Autoclave and give to Brooke Stanford, CS 253.

3. Biohazard bags = MUST BE DOUBLE BAGGED, then follow SOP for bag handling.

BIOHAZARD BAG HANDLING - SOP

1. Close bag with rubber band (blue).
2. Place one (1) piece of biohazard tape over the biohazard symbol.
3. Write your name, date, and contents on tape.
4. While waiting to autoclave, place bag in large red container (CS 232)
5. Bag must be autoclaved within seven days of placement in container.
6. Once autoclaved, place in black heavy trash bag. No more than two bags (or one box) per heavy black trash bag. DO NOT PUT IN REGULAR TRASH.
7. Take black trash bag to large Rubbermaid gray container labeled trash, located in the first floor stairwell, south end of building (Student Center side).

BIOHAZARD BAG HANDLING - SOP

FOR NON-MICRO TAs

1. Always double bag with the orange Biohazard Bags.
2. Close bag with a rubber band.
3. Place one (1) piece of biohazard tape over the biohazard symbol.
4. Write the date, your initials, and the contents on the tape.
5. Place the bag in the large red container in the Micro prep room.

FIELD TRIPS

See **FORMS SECTION** for
Vessel Checkout/Float Plan and
Application for Copy of Driver Record

FIELD TRIP - SOP

FIELD TRIPS

1. For every trip, create a
 - Field Trip Itinerary by providing the trip location and when you will be back.
 - Class roster of participating students, Professors, and staff with emergency phone numbers.
 - Float plan for boating trips (form attached).
2. Turn it in to the University Police Dept. before leaving campus (take a copy with you).

FIRES AND HURRICANES

FIRE ALARM PROCEDURES

EVERY FIRE ALARM SHOULD BE TREATED THE SAME

- I. Each instructor is responsible for seeing that their students are evacuated from the building. This includes handicapped individuals.
 - A. Review evacuation routes and assembly points during the first class each semester.
 - B. When the alarm sounds, have the students evacuate the room and count the number of students as they leave. Turn out the lights and close the door behind you.
 - C. The class should have an assembly point outside of the building at least 50 feet from the building and not in roadways where traffic including emergency vehicles may be traveling. If there is a CODE BLUE station in the area, that makes an excellent assembly point. Recount your students at the assembly point to assure that all have exited the building.
 - D. Use the CODE BLUE station to **report the fire alarm to the Texas A&M University-Corpus Christi Police Department**. Not all alarm systems will notify them automatically. This station can be used to report individuals not accounted for by your recount.
 - E. All Clear must be received from emergency response personnel (Police or Fire Department) before returning to the building.

- II. Each Office or other non-academic area should have someone designated to see that area is evacuated and that all personnel are accounted for. That person should be someone that remains in that area most of the time.
 - A. Be sure that everyone knows the evacuation route and assembly point.
Do not use elevators.
 - B. Count the number of people leaving the office, and the number arriving at the assembly point.
 - C. Check offices to see that everyone has evacuated.
 - D. **Report the alarm via CODE BLUE stations to Texas A&M University-Corpus Christi Police Department.**
 - E. All Clear must be received from emergency response personnel (Police or Fire Department) before returning to the building.

For more information: <http://safety.tamucc.edu/Campussafetyplan/firelifesafety.html>

Hurricane Preparedness

Hurricane season runs from June 1-November 30. The university's hurricane preparedness plan can be accessed at <http://www.tamucc.edu/hurricane/HURRICAN.HTM>

What does this mean for the science staff?

36 hours Before Hurricane Landfall or 750 mile-range as noted on Hurricane Tracking Map

- President's Office decides to evacuate the campus and all resident students are evacuated.
- All faculty, staff and departments shutdown offices and evacuate (8 hr. limit).
 - Back up all computer data at this time. Park any hard disks and unplug all computers and office equipment. All equipment should be placed above the floor and covered with plastic.
 - All windows closed, and if possible, locked.
 - All Venetian blinds lowered.
 - All University vehicles delivered to Central Plant for fueling and storage. (applies to College of Science & Technology and Blucher Institute)
 - Remove all antennas from University roofs by personnel that operate the antennas. (applies to S&T, Media Services, Blucher Institute)
 - **Secure labs and remove items that require refrigeration as described below or as directed by your coordinating professor or lab coordinator.**
 - **Move everything away from the windows.**
 - **Tape windows that do not have shutters.**
 - **Backup, turn off and cover all computer and audio visual equipment.**
 - **Secure all chemical cabinets with plastic or boards.**
 - **Cover all bench tops containing equipment or supplies**
 - **If there is no backup generator available samples must be stored in ice chests on dry ice.**

24 Hours Before Hurricane Landfall or 500-mile range as noted on Hurricane Tracking Map

- Remainder of campus should be evacuated.
- Physical Plant shuts down Central Plant, fuels and stores all vehicles, runs final check, verifies utilities to all buildings have been shut off.
- Security verifies that all personnel have left the campus and buildings are locked.

PERSONAL SAFETY TIPS

PERSONAL SAFETY

Taken from the UPD website at <http://falcon.tamucc.edu/~police/UPD/safety.htm>

WHEN YOU'RE AT HOME ALONE

- Keep doors locked at all times (day or night)
- Install a peephole in your front door so you can see who's there
- Don't leave notes on your door or newspapers on your porch to advertise that you are not home
- Close drapes or blinds at night
- Always ask and check who it is before opening the door
- Ask for I.D. from a service man if he is unexpected; if he is suspicious, call the company before opening the door
- If a stranger needs to use your phone, call for him, but do not open the door
- If asked if your husband is home and you are alone, always say, "yes, but he is sleeping."
- If you return home and something is not right, don't go in. Call the police to help you check the house
- Don't give your name, number or address to a telephone caller. Ask who they are calling rather than giving them any extra information
- Replace the locks when you move in, so previous tenants won't have keys to your residence

IF YOU GET AN OBSCENE PHONE CALL

- Hang up immediately
- For repeated phone calls, blow a whistle into the receiver as soon as you know it's an obscene phone call
- If the calls continue, contact the phone company, so your phone can be monitored or your number changed

WHEN YOU PARK YOUR CAR

- Park in a well lighted area
- If parking during the day and returning at night, check for street and building lights
- Always lock the doors
- Only give your ignition key to a parking attendant to avoid possible duplication of your house key
- Put all valuables in the trunk

WHEN YOU RETURN TO YOUR CAR

- Have your keys ready to unlock the car
- Check the front and back floor area of the car, to see if someone is hiding there
- If possible, return to the car(s) in groups

WHEN YOU'RE WALKING ALONE

- Only walk on busy well-lighted streets even if it's longer
- Avoid short cuts such as parking lots, alleys or parks
- Don't accept rides from strangers
- If a driver needs directions, do not get too close to the car to avoid them pulling you in
- If someone follows you on foot, cross the street or go the other way, and go where there are lights and people
- If someone follows you in a car, turn the opposite direction from the way the car is traveling; the driver will then have to turn the car around before they can continue following you
- Wear shoes and clothing that you can run in in case you need to
- When returning home, have your house keys ready to unlock the door quickly

WHEN YOU'RE DRIVING ALONE

- Keep doors locked at all times
- Lower windows only slightly, so no one can reach inside
- Keep a full tank of gas
- Choose a well-lighted, well-traveled route, even if it's out of the way
- Don't drive the same route everyday; vary your routes to avoid routine
- Don't pick up hitchhikers
- Don't stop to help others; call the police for them
- If someone follows you, go to an open business instead of going home. Call the police from there and try to get the license plate number

IF YOUR CAR BREAKS DOWN

- If you're off the road, raise the hood and get back into the car with the doors locked
- If someone stops, crack the window and ask them to call the police for help. Refuse all other help
- If someone tries to force his way into the car, turn on lights, flash the brights, and sound the horn

IF YOU ARE ATTACKED

- The most important thing is to remain as calm as you can. This won't be easy if you're attacked, but it's your first step toward escape. Then your own initiative and imagination is your best defense.
- Two types of resistance can be used against an attacker- passive or active. These methods are described below, and you can choose the one you think would be most effective for you in a given situation.
- Passive resistance involves using your imagination to delay the attack while you look for a chance to escape, or talk to the attacker out of assaulting you.
- A rapist often has a need to degrade his victim, and passive resistance is intended to reduce his opportunities to do that.
- Try to remain calm, show as little fear as possible
- Talk to the attacker; if time permits, this will help to calm both him and you
- Treat the attacker as a person, and try to gain his confidence (this may cause him to let his guard down and allow you to escape)
- Continually look for an opportunity to escape
- Choose tactics that will leave you able to try other things if a particular approach doesn't work
- If your first attempt to dissuade the attacker fails, try something else. Different approaches work on different people
- Active resistance involves using physical force to repel the attacker. You can...
- Scream! Someone may be near enough to provide help
- If you're grabbed from behind, throw your back against his face or throat
- Jab your elbow into his midriff
- Crush his instep with your heel
- Press your thumbs very hard into his eyes (try this only if you are sure to go through with it)
- Run towards people and lighted areas
- No method is foolproof, and no single method is the best one in every situation. Passive resistance may not change the attacker's mind whether or offer a chance for escape. Active resistance may excite or anger him, and cause him to use more force than he would otherwise, If you're attacked, consider whether anyone is nearby to help you, the size and strength of the attacker, and if he has a weapon.

STUDENT BEHAVIOR

MANIPULATIVE OR TIME-DEMANDING STUDENTS

- will tell you how wonderful you are
- will attempt to induce guilt when you let them know you cannot be available when they want you
- tell you that no one understands them like you do—they don't want to talk about their problems with anyone but you and perhaps others in their small circle of support
- some have a history of mental health treatment and will tell you of the many mental health professionals that have let them down, misunderstood them, or treated them poorly
- often have gone through a succession of roommates, friends, R.A.'s, coaches, teachers, companions, counselors, physicians, churches, etc., frustrating the best efforts of each to help them feel better or solve problems, and requiring on-going and expanding amounts of time and energy
- tend to view people or situations as "all good" or "all bad" with all-or-none thinking
- prove that the utmost time and energy given to them is never enough (will never be enough)—eventually, they leave you feeling like your energy has been sucked into a bottomless pit of neediness
- often seek to control your time and unconsciously believe that the amount of time received is a reflection of their worth.
- many have broad shifts in moods and emotions
- those craving human, physical contact may develop an exceptionally higher than average number of physical complaints and/or chronic conditions without identifiable physiological bases for the symptoms or the symptoms intensity
- often engage in impulsive behaviors (e.g., spending, sex, substance abuse, binge eating, self-mutilation)
- many will hint at being suicidal without making a direct threat
- use indirect "communications" to elicit demonstrations of concern from you (e.g., groans, sighs, wincing, talking about ailments, mentioning doctor's appointments)
- often create conflict with others (let's you and others fight out their problems and sits back to show)
- may have a new crisis ("*crisis du jour*") almost daily or weekly (e.g., roommate conflicts, romantic relationships, conflict/breakup, conflict with parents, with professors, problems with their children, financial problems, children, pet problems...)
- do not respect others' boundaries and do not take subtle hints (despite claiming to be so attuned to when others are against them or others don't believe them)—their behavior tempts you to lie to spare their feelings
- refer to you as their "friend" in ways suggesting greater emotional intimacy than is appropriate for the professional relationship

Don't let them use you as their sole/primary source of support.

Don't let them use you as a quick sympathy fix.

Don't let them guilt trip (or flatter, or bully) you into having no boundaries.

THE BIGGEST FAVOR YOU CAN DO THEM IS TO SET BOUNDARIES.

WHAT TO DO WHEN YOU'RE BEING MANIPULATED

- A. Ignore attention-seeking behaviors that can be ignored (e.g., behaviors or statements risking or threatening harm to self or others should not be ignored but should be referred).
- B. Inform the student that you are obligated to report statements suggesting Life Threatening Behaviors to the Dean of Students (Ann DeGaish) or Vice President of Student Affairs (Don D. Albrecht, Ph.D.): 825-2612. LTB are considered violations of university rules and must be referred to the VP.
- C. Be assertive. Use I-Language Assertion.
 - 1. When you do: (describe behavior)
 - 2. The effects are: (describe how the behavior affects you)
 - 3. I feel/ I want (stay in the first person & state your request)
- D. Offer to call the counseling center, the police, or an ambulance (if appropriate). If turned down, let them know you have to document the incident. Then refer to B, as appropriate.
- E. When the individual arrives, determine why they are visiting with you, and tell them how many minute you can spend with them. You do not have to give a reason.
- F. *"You've been sharing things with me like I'm your counselor, and that's really not an appropriate role for me to play. I'm not a counselor."* (Telling them that you could get into trouble is rarely effective. If they truly cared about your well-being, they wouldn't be manipulating you and consuming your time.
- G. Try statements in a similar form as the following:
"I'm concerned that I'm not helping you. We've been talking about this situation for 3 months. I've done all I know how to do and probably more than I should have done. I feel very strongly that you would be more likely to benefit from working with someone who is a trained counselor."

JUDICIAL AFFAIRS

A Guide to Helping Faculty & Staff Deal with Disruptive Student Behavior

In certain situations, a student can be placed on interim suspension by the Vice President of Student Affairs pending disciplinary proceedings or medical evaluation. Interim suspension can be imposed only to ensure the safety and well-being of members of the University community or preservation of University property, to ensure the student's own physical or emotional safety and well-being, or if the student poses a definite threat of disruption or interference with the normal operations of the University.

QUICK TIPS FOR FACULTY

- Set the tone for your class at the beginning of the semester by outlining your expectations for behavior verbally and in your syllabus.
- Set clear boundaries and expectations. Don't be afraid to address unacceptable behavior immediately.
- Try to resolve all problems with students informally first. Many students do not recognize that their behavior is disruptive unless it is pointed out to them.
- Always keep your department chair informed of problems you are having in the classroom. He/she will give you advice and recommendations based on their own experiences and University policy.
- Feel free to contact Student Affairs (825-2612) to consult about situations that may be developing in your classroom.

CAMPUS RESOURCES

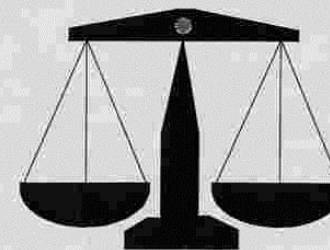
The following departments are available to help faculty/staff work with disruptive students:

- Student Affairs, 825-2612
- University Counseling Center, 825-2703
- University Police Department, 825-4444
- Office for Students with Disabilities, 825-5816

Student Affairs
Texas A&M University-Corpus Christi
6300 Ocean Drive
Corpus Christi, TX 78412

JUDICIAL AFFAIRS

A GUIDE TO HELPING FACULTY & STAFF DEAL WITH DISRUPTIVE STUDENT BEHAVIORS



TEXAS A&M UNIVERSITY
CORPUS CHRISTI

PREMISES OF THE STUDENT JUDICIAL SYSTEM

The student judicial system is an administrative process designed to respond to allegations of student behavior misconduct. While there are numerous similarities between the judicial system and a court of law, the A&M-Corpus Christi judicial system is not a criminal court.

The purpose of this system is to protect the learning community and prevent educational disruption. The student judicial system strives to uphold the values of courtesy and integrity. The system also strives to uphold the accused students' rights to due process.

Members of the A&M-Corpus Christi community, in responding to student misconduct, recognize the reality of human fallibility as well as the stresses associated with collegiate life and must demonstrate compassion and understanding. In return, students must recognize their responsibilities as members of the A&M-Corpus Christi community.

All students enrolled at A&M-Corpus Christi are bound to abide by behavior standards of conduct as outlined in the *Student Code of Conduct*. To remain a member of the University community, students must accept the consequences of their actions.

For more information about the student judicial system, contact the Office of Student Affairs at 825-2612. The *Student Code of Conduct* may be found online at www.tamucc.edu/~students.

RESPONDING TO DISRUPTIVE AND/OR THREATENING BEHAVIOR

The Division of Student Affairs is responsible for enforcing the *Student Code of Conduct* at Texas A&M University-Corpus Christi. According to the *Student Code of Conduct*, the following behaviors are prohibited:

- Engaging in disruptive conduct, defined as any action that impairs, interferes with, or obstructs conduct, processes and functions of the University.
- Physical abuse, verbal abuse, threats, intimidation, harassment, sexual harassment, coercion, and/or other conduct that threatens or endangers the health, safety, or security of any person.
- Lewd or indecent conduct, profane or vulgar language in a public place, obscene actions, and non-consensual sexual acts.
- Intentional obstruction which reasonably interferes with freedom of movement, either pedestrian or vehicular, on campus. Interference with the rights of another to enter, use, or leave any University facility, service, or activity.
- Breaching the peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored or participated in by the University.

When improper student conduct obstructs or disrupts classes or other University activities or operations, or when the safety of members of the campus community is endangered by threats of violence or violent acts, instructors and staff may take the following courses of action:

- If the student's conduct is disruptive to a University activity, he/she should be asked to stop the disruptive behavior and warned that further disruption can result in disciplinary action.
- If a student continues to be disruptive despite a warning, faculty/staff are authorized to ask the student to leave the area and may inform the student that the incident will be referred for disciplinary action.
- If a student refuses to leave the area after being instructed to do so, faculty/staff should inform

the student that refusal may be deemed a separate violation of the *Student Code of Conduct*. An additional violation would subject the student to a more severe judicial response.

- If the student still refuses to leave, the faculty/staff should call the University Police Department (825-4444) immediately to report a disturbance.
- If at any time the student's behavior is threatening, the faculty/staff member should call the University Police Department immediately.

A disruptive student cannot be dropped from a class in which he/she is enrolled permanently without a formal review. The formal review may be a hearing through the student disciplinary process or through academic channels.

Non-students and students not enrolled in class may be banned without formal review because they have no right to attend the class without the instructor's permission. Non-students who disrupt University activities may be removed from campus and banned from returning.

VIOLENCE, HARASSMENT & THREATS

If a person appears to threaten him/herself, immediately contact the University Police Department.

If any person appears to threaten others (i.e., if the person threatens physical harm to others, possesses a weapon, or behaves in a manner that causes you to fear for the safety of yourself and others), immediately contact the University Police Department.

Even if the police do not file criminal charges, the student may be referred to Student Affairs for a disciplinary review of the incident. This referral can be made by the police or by the faculty/staff member involved in the incident.

UNIVERSITY COUNSELING CENTER

\$\$\$: IT'S ALREADY PAID FOR!

UCC services are paid for by your student service fees and are available to you at **NO ADDITIONAL COST**. So, whether you have a problem, issue, concern, or a few questions, feel free to use the services available to you at **UCC**.

Appointments: Professional services are usually made by appointment and can be arranged either in person or by calling **(361) 825-2703** to schedule an intake assessment. Upon completion of the intake assessment, the counselor will discuss with you the service(s) that are best suited to your needs. If you require assistance other than that which is available through the Center, the counselor will help you locate the most appropriate resources both on and off campus to assist you.



Records and Confidentiality: All **UCC** records are held strictly confidential to the extent protected by law and professional ethics. **UCC** records are set apart from all other records at the University and are not released to any other person or agency within or outside of the University without the client's written consent. No record of counseling will be made on an academic transcript or in a job placement file. All staff members subscribe to the ethical guidelines established by the Texas State Board of Examiners of Psychologists as well as state licensing boards governing LPC, LMFT, LCSW, and MD licenses. Our staff will provide you with specific information regarding any legal limits to confidentiality.

OFFICE HOURS

8:00 - 5:00 Monday, Wednesday & Thursday
8:00 - 7:00 Tuesday
8:00 - 3:00 Friday

EMERGENCY PROCEDURES

During office hours call: **825-2703**
After hours, weekends or holidays call:
University Police at **825-4444**

Professional Staff

Carla Berkich, Ph.D.
Licensed Clinical Psychologist
Director, University Counseling Center

Theresa M. Sharpe, Ph.D.
Psychologist, Assistant Director
Coordinator, PEER Education Program

Tom Callicott, MS, LPC
University Counselor
Coordinator, Personal Skills Center

Marky Smith, M.Ed., LPC, LMFT, LCDC
University Counselor
Coordinator, Substance Abuse Intervention & Programming

Robert McClung, MD
Consulting Psychiatrist

Office Staff

Rebecca Rodriguez, Administrative Assistant
Ethel Hood, Receptionist

www.tamucc.edu/~ucounselingc

UNIVERSITY COUNSELING CENTER



Driftwood
First Floor
825-2703

Texas A&M University
Corpus Christi

WHAT WE DO

University Counseling Center (**UCC**) works with you to enhance your overall wellness through a variety of services designed to improve your potential for personal, academic, and career success.

Excellence & Diversity! Our highly qualified **UCC** counselors provide individual and group counseling **PLUS** personal skills training to facilitate the development of specific strategies to enhance your ability to realize personal satisfaction and professional excellence.

At **UCC**, we are fortunate to have competent staff at all levels of training with diverse areas of skills, knowledge, and experience. Thus, we are able to make a broad range of professional **services available to all currently enrolled TAMUCC students, AND offer services Personalized Just For You!**

✦ Anxiety ✦ Stress Management ✦ Academic Difficulties
✦ Depression ✦ Goal setting ✦ Adjustment Difficulties ✦

✦ Challenges related to a disability ✦ Family Relationships ✦
✦ Self-acceptance difficulties ✦ Social & Sexual Concerns ✦
✦ Substance Abuse ✦ Personal Assault ✦
✦ Self-Defeating Behaviors ✦ Loss & Grief ✦
✦ Identity Development ✦ Performance Enhancement ✦
✦ Cultural Conflicts & Related Stressors ✦
✦ Roommate Conflicts ✦ Intimate Relationship Concerns ✦
✦ Exploration of Values & Beliefs ✦ Much more! ✦

UCC Welcomes You! At **UCC**, we offer a safe and supportive environment to express your concerns **PLUS state of the art** professional expertise. The **UCC** counselors will work with you to extend your capabilities

and competencies toward maximizing your ability to gain control over your own well being and to interact with others in the healthiest ways possible.

SERVICES OFFERED

COUNSELING/PSYCHOTHERAPY: Individual, couples, and family counseling are available. Counselors can work with you to aid you in increasing self-awareness, improving self-confidence & acceptance, enhancing your ability to cope during changes and challenges, improving your decision-making and communication abilities, and teaching you strategies to replace hurtful or self-defeating thoughts, feelings, and actions with healthy, adaptive alternatives. Such counseling is a highly individualized process focusing on specific areas of concern you and the counselor identify together.

PSYCHOLOGICAL TESTING: Psychological testing is available, when appropriate, within the context of counseling. Formal, assessment may be recommended by the counselor to assist in the development of a personalized plan of action.

SOCIAL & EMOTIONAL COACHING: Even when you know (that you know [that you know]) what the problem is, and you feel that you know what would be best to do--logically and rationally, sometimes its just not so easy to **"JUST DO IT!"** Professional counselors can work with you as *coaches* to help you identify and minimize barriers to making choices and lifestyle changes to improve the quality of your life, your relationships, & your personal performance.

PERSONAL SKILLS CENTER: *We're back and better than ever!* The Personal Skills Center is a division of the University Counseling Center. The role of the Personal Skills Center is to provide information, individual assistance, and skills training to students interested in developing personal, academic and career excellence. A small sample of the areas we address include:
✓ goal setting and attainment, ✓ time management, ✓ assertiveness training, ✓ raising your *emotional* intelligence, ✓ improving memory, study, and test-taking skills, ✓ coping with test anxiety, stress, anger, & low frustration tolerance.

GROUP COUNSELING: Many students have found the opportunity to work on personal issues in a safe and supportive group setting to be extremely beneficial, educational, and rewarding. Groups are developed around the expressed needs of students and are focused on areas such as eating disorders, sexual issues, developing communication skills, improving relationship and intimacy skills, and personal goal achievement.

CONSULTATION AND OUTREACH SERVICES:

A major goal of the **UCC** is to promote positive emotional health, wellness, and personal growth through proactive psycho-educational programs. Professionals working in the University Counseling Center will provide talks, seminars, and skills training programs for student organizations, classes, or administrative units on campus. In addition, students, faculty, and staff may consult with center staff regarding concerns about specific students or general campus life problems that affect the quality of student life and academic services.

FORMS

- Certification of Employment
- Computer Account Request
- Computer Systems Security Pledge of Responsibility
- Contract for Temporary Replacement of A Teaching Assistant (TA)
- Mid-Semester Teaching Assistant Checklist
- End-Of-Semester Teaching Assistant Report
- Laboratory Safety Rules and Regulations
- Order List
- Semester Schedule
- Field Trip Waiver of Liability
- Vessel Checkout / Float Plan
- Vehicle Use Form
- Incident Form - Injury/Safety Violation Report
- Sample Work Log

CERTIFICATION OF EMPLOYMENT

By

TEXAS A&M UNIVERSITY- CORPUS CHRISTI

(To qualify for Resident Tuition under Education Code, Title 3)

I. CERTIFICATION OF EMPLOYMENT AS A FACULTY MEMBER OR TEACHING/RESEARCH ASSISTANT (INCLUDING SPOUSE AND CHILDREN).

First Middle Last UIN

Is:

- Employed by Texas A&M University-Corpus Christi.
 The dependent (spouse/child) of...

First Middle Last UIN

Who is employed by Texas A&M University ☐☐☐ Corpus Christi.

Employee's Title Hours/Week

College/Department Date of Employment

- Fall Term Spring Term Summer 1 Summer 2

TAMU-CC Human Resources Signature Date

II. ADDITIONAL CERTIFICATION FOR TEACHING/RESEARCH ASSISTANTS.

This is to certify that the work to be performed by the employee named in Section I above relates to his or her degree program as follows: (Explain briefly).

College/Department

Dean's Signature Date

III. STATEMENT BY STUDENT.

I understand that if, upon audit, I am found not qualified for resident tuition, I will be charged non-resident tuition and I agree to pay, upon demand, any additional tuition and fees which may be charged.

Student's Signature Date

Note: *EMPLOYMENT MUST BE EFFECTIVE ON OR BEFORE THE 12TH CLASS DAY OF A REGULAR SEMESTER OR THE 4TH CLASS DAY OF A SUMMER TERM.*

Procedures

1. Complete Section 1.
 2. If student is a Teaching Assistant or Research, Section II must be completed by the college dean in the student's major area.
 3. Student completes Section III.
 4. Section 1 needs to be sign by Human Resources.
 5. Student presents form to the Bursar's (or other appropriate) Office.
-
-

Appeals

If a student wishes to appeal a denied certification for qualification for resident tuition, he/she should submit the appeal in writing to the Assistant Vice President for Business Affairs.

Computer Account Request

Please fill out form completely, including UIN and required signature at the bottom. Incomplete forms will be returned to you. Please attach proof of completion of HR Online Security training.*

A = Data required to request a new account that's never before existed.

B = Data required to inactivate an existing account.

Use the Up/Down and Left/Right arrows to move into the form.

(Additional instructions for this form are on page 2.)

A	B	Data Requested	Type your answers here
√	√	Employee Name (Eg: Dr. John A Smith Jr.)	
√		Universal ID Number *	
√		Date of Birth	
√		Employee's phone ext.	
√		Department or College	
√		If faculty, teaching area	
√		Building and room number	
√		Existing student userID (if applicable)**	
√		Create Active Directory, Exchange email (Y/N)	
√		SIS (student records)*** Supply template ID.	Template to use:
√		Linux/Falcon web development (Y/N) Student Workers will no longer be assigned falcon or rapport accounts.(****)	
√		Create Rapport/Dial-In acct for home-computer access? (Y/N)	
	√	User Ids to inactivate	
√		Employee's Job title	
For NEW accounts, check the appropriate box, (check only one):			
√		Department Head	Faculty
√		Supervisor	Research & Grad/Tech Asst
√		Staff	Guest/Volunteer
√		Student/Temp Worker	Contractor
If the account needs access to shared data directories, or if you have ANY ADDITIONAL COMMENTS, list them below. If you need shared drive access, please list what type of access (read only, read/write)			
		Additional Comments:	
√	√	Effective date	
√	√	Authorizing Agent's (supervisor) name	
√	√	Authorizing Agent's (supervisor) title	
√	√	Agent's(supervisor) HAND signature	

*Please direct any questions about online security training and/or UINs to Human Resources, 825-2630

**If you already have a student kestrel account, write your userID in this blank.

*** If you want access to the Student Information System, (student records, scheduling, financial assistant, etc.), please must specify which Security Template you want access to. Your department "Authorizing Agent" **must** sign in that field.

****Student workers will no longer be given access to Falcon or staff dial-up accounts. Student Linux accounts and dial-up accounts can be set up in the Student Computer Labs, or by logging onto <http://kestrel.tamucc.edu/~newuser/>.

***** Additional Instructions *****

You may type directly onto the fields of this Account Request form. You don't, though, have to type onto them. You may print the form and then fill in the form with a pen.

Remember to date the form and obtain necessary signatures. Please fill out the form completely or it will be returned to you and processing may be delayed.

Print the appropriate pages of this form to your local printer.

Send the completed form to:

Computer Services

Attn: Computer Security Officers

CCH 107

Unit 5748

Or fax to: X2366

After the Computer Security Officer receives your request they will assign it to the appropriate personnel. New accounts take up to a week to create. When the account is created you will again be notified to pick up your new account information at computer services.

Tutorials for Novell, Unix and Mainframe accounts are available by contacting the Computer Help Desk at extension **2692**.

Questions about this form may also be addressed to the Help Desk at extension **2692**.

***** Please note *****

Effective Spring 1996, all employees who use computers must sign a "Pledge of Responsibility." One is included on the next page. If you've already signed one, you need not sign another.

Texas A&M University-Corpus Christi Computer Systems Security Pledge of Responsibility

As an authorized user of computer systems at Texas A&M University-Corpus Christi, I pledge to adhere to related University policy and to state and federal law. I further pledge to do the following:

- keep my password private;
- maintain the security of Texas A&M University-Corpus Christi computer systems by never allowing others to use my ID or password or to gain unauthorized access of the system;
- access only information that I am authorized to access from Texas A&M University-Corpus Christi computer systems;
- use only the files, software, and resources that I am authorized to use;
- conduct only those transactions that I am authorized to conduct.

I understand that by violating any aspect of this pledge, I may be subject to University disciplinary action and criminal prosecution to the full extent of the law. (Chapter 33, Section 1, Title 7 of the Texas Penal Code.)

Name (print clearly)

Date

Signature

Universal ID Number (UIN)

Title

Department

Witness (print clearly)

Signature

Date

Contract for Temporary Replacement of a Teaching Assistant (TA) During a Non-emergency Absence

Read the entire contract, then fill in each blank space on this form. Use "n/a" if an item is "not applicable."
This form **must** be signed by the supervisor at least one (1) week prior to the date(s) of the proposed absence.

I, _____
name of TA (please print)

a teaching assistant for _____
name and course # (please print)

am requesting release from my duties on _____
date(s)

due to (specify reasons) _____

To fulfill my obligation to Texas A&M University-Corpus Christi,

name of replacement (please print)

has agreed to act as my replacement and perform the following duties in my absence:

Laboratory Teaching: _____
specify date, time, and room #

Laboratory Preparation _____
specify date, time, and room #

Office Hours/Open Lab. hours _____
specify date, time, and room #

Proctoring or Giving Examination(s): _____
specify date, time, and room #

Attending Lecture: _____
specify date, time, and room #

Attending TA Meeting: _____
specify date, time, and room #

Handout/Assignment/Quiz Preparation: _____

Grading Assignments/Quizzes/Tests: _____

Other Duties (specify): _____

In order to perform his or her duties, my replacement may need access to certain buildings, laboratory rooms, preparation/storage rooms, and/or classrooms. I have arranged that he or she will have access to the following areas

(list areas and describe access arrangements):

For acting as my replacement as outlined in this contract, I will provide the following compensation (specify method of compensation [but see note below*], and specify the time limit by which the compensation will be "paid.):

Explanation: Except in a sudden, unavoidable emergency, the TA (*not* the supervisor, secretary, laboratory coordinator, program coordinator, chair, dean, etc.) is responsible for finding a replacement when he or she is unable to perform required duties. The TA's supervisor must approve—at least one (1) week in advance—all replacements. Requests for a lengthy absence or numerous absences may be denied. *All* duties that the TA expects his or her replacement to perform must be listed—in writing. Failure of a replacement to perform his or her duties is a breach of this contract by the replacement.

Because the TA will continue to receive salary during a short absence, the TA is also responsible for compensating his or her replacement. The means of compensation must be specified and agreed upon by all parties—in writing. Failure of a TA to compensate the replacement is a breach of this contract by the TA.

Ignoring these guidelines or breach of this contract may result in serious reprimands, not re-hiring the TA or replacement, or termination of a TA's or replacement's employment.

TA's Agreement: In this contract, I have listed all duties to be performed by my replacement, and I agree to compensate my replacement as specified in this contract.

TA's name (print)

TA's signature

today's date

Replacement's Agreement: I have read, and understand, the duties listed above and agree to perform them to the best of my ability in exchange for the compensation specified in this contract.

replacement's name (print)

replacement's signature

today's date

Supervisor's Agreement: I have read, understand, and agree to this replacement contract.

supervisor's name (print)

supervisor's signature

today's date

***Note:** Having a temporary replacement disrupts the students. *Quid pro quo* (i.e., "You take my lab., and I'll take your lab.") disrupts *two* sets of students. Therefore, *quid pro quo is not* an acceptable method of compensation unless both TAs were scheduled to be absent at different times. In other words, the replacement TA *cannot* just have a "personal day off" in compensation for performing another TA's duties.

Complete and make 3 copies: Original-TA's departmental file, Copy 1-TA, Copy 2-Replacement, Copy 3-Supervisor

Form approved by the faculty of the Department of Physical and Life Sciences on 9 November 2001.

Teaching Assistant: _____
 Assignment: _____
 Supervisor/Coordinator: _____

Mid-semester Teaching Assistant Checklist
 Department of Physical and Life Sciences
 Texas A&M University-Corpus Christi
 Fall Semester 2007

Supervisor's Signature

Date

General: The original completed evaluation will be placed in the TA's file, and a copy will be forwarded to the TA.

To the TA: You may request a conference with your supervisor and/or the Department Chair to discuss any item on this evaluation.

To the Evaluator: Please complete this form, sign and date it, and return it to the TA Selection Committee Chair by **15 April**. Mark the box that most nearly corresponds to your assessment of how the following statements apply to this TA. In terms of job performance, strong agreement = excellent performance; agreement = satisfactory performance; disagreement = unsatisfactory performance, and strong disagreement = strongly unsatisfactory performance (significant problems). You are encouraged to provide written comments (on the back of this page)—especially about items marked "disagree" or "strongly disagree."

Including the current semester as "1," how many semesters has the TA worked with you? _____

This Teaching Assistant...		Strongly Agree	Agree	Disagree	Strongly Disagree	Not Observed	Not applicable or Not Required
1	... regularly meets with the supervisor or attends scheduled TA meetings.						
2	... is well prepared for each TA meeting.						
3	... provides constructive feedback to the supervisor about the labs.						
4	... is approachable by the supervisor.						
5	... accepts constructive feedback from the supervisor about the labs.						
6	... clearly understands the material presented in each lab.						
7	... is well prepared for each lab., course, or assignment.						
8	... works well with other TAs.						
9	... adheres strictly to the safety policies in the lab. at all times.						
10	... is willing to assist with lab. preparation and clean-up.						
11	... regularly attends the lecture section of the course.						
12	... is actively involved with students during lab.						
13	... is present for scheduled office hours.						
14	... treats all students fairly, and with respect.						
15	... is approachable by students						
16	... is willing to meet with and help students outside of lab.						
17	... is willing to assist with the lecture section of the course.						
18	... is willing to assist with course field trips.						
19	... returns assignments and tests to the students in a timely manner.						
20	... assigns grades accurately, fairly, and impartially.						
21	... adheres to the grading policy as stated in the syllabus of the supervisor.						
22	... exhibits a teaching style that encourages learning.						
		Excellent	Satisfactory	Unsatisfactory	Seriously Unsatisfactory		
Overall, I would rate this TA's job performance as...							

End-of-semester Teaching Assistant Report

**Department of Physical and Life Sciences
Texas A&M University-Corpus Christi
Fall Semester 2007**

Teaching Assistant: _____
Assignment: _____
Supervisor/Coordinator: _____

Supervisor's Signature

Date

General: The original completed evaluation will be placed in the TA's file, and a copy will be forwarded to the TA.

To the TA: You may request a conference with your supervisor and/or the Department Chair to discuss any item on this evaluation.

To the Evaluator: Please complete this form, sign and date it, and return it to the TA Selection Committee Chair by **16 May**. Mark the box that most nearly corresponds to your assessment of how the following statements apply to this TA. In terms of job performance, strong agreement = excellent performance; agreement = satisfactory performance; disagreement = unsatisfactory performance, and strong disagreement = strongly unsatisfactory performance (significant problems). You are encouraged to provide written comments (on the back of this page)—especially about items marked “disagree” or “strongly disagree.”

Including the current semester as “1,” how many semesters has the TA worked with you? _____

This Teaching Assistant...		Strongly Agree	Agree	Disagree	Strongly Disagree	Not Observed	Not applicable or not Required
1	... regularly meets with the supervisor or attends scheduled TA meetings.						
2	... is well prepared for each TA meeting.						
3	... provides constructive feedback to the supervisor about the labs.						
4	... is approachable by the supervisor.						
5	... accepts constructive feedback from the supervisor about the labs.						
6	... clearly understands the material presented in each lab.						
7	... is well prepared for each lab., course, or assignment.						
8	... works well with other TAs.						
9	... adheres strictly to the safety policies in the lab. at all times.						
10	... is willing to assist with lab. preparation and clean-up.						
11	... regularly attends the lecture section of the course.						
12	... is actively involved with students during lab.						
13	... is present for scheduled office hours.						
14	... treats all students fairly, and with respect.						
15	... is approachable by students						
16	... is willing to meet with and help students outside of lab.						
17	... is willing to assist with the lecture section of the course.						
18	... is willing to assist with course field trips.						
19	... returns assignments and tests to the students in a timely manner.						
20	... assigns grades accurately, fairly, and impartially.						
21	... adheres to the grading policy as stated in the syllabus of the supervisor.						
22	... exhibits a teaching style that encourages learning.						

Overall, I would rate this TA's job performance as...	Excellent	Satisfactory	Unsatisfactory	Seriously Unsatisfactory
-------------------------------------------------------	-----------	--------------	----------------	--------------------------

I recommend that the TA Selection Committee... (Check one box)	<input type="checkbox"/> Rehires/Retains this person with no reservations.	<input type="checkbox"/> Rehires/Retains this person with reservations (please specify).	<input type="checkbox"/> Does not rehire/retain this person (please state reasons)
--------------------------------------------------------------------------	-----------------------------------------------------------------------------------	------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------

LABORATORY SAFETY RULES AND REGULATIONS

APPAREL

- A. Lab coats will be put on upon entry into the lab room and will remain on until exiting.
- B. Chemistry labs require long pants, no shorts, sleeveless shirts, or tank tops allowed.
- C. Shoes are required. No sandals, open toe shoes, or clogs allowed.
- D. Long hair must be tied back.
- E. When working with chemicals proper eye protection and gloves must be worn.

STUDENT BEHAVIOR

- A. **Food, drink, tobacco products, cell phone, and pager usage are prohibited in the lab at all times.**
- B. Mechanical pipettors will be used. No mouth pipetting.
- C. Lab experiments will begin only after instruction from teaching assistant, or professor. Students will conduct no unauthorized or unsupervised experiments.
- D. Immediately report any accidents or injuries, regardless of severity, to your teaching assistant or professor.
- E. Wastes will be properly labeled and disposed of according to instruction of teaching assistant, or professor. No chemicals will be put down the sink unless specifically instructed.
- F. **STUDENTS ARE RESPONSIBLE FOR CLEANING THEIR OWN GLASSWARE AND BENCH TOPS AT THE END OF EVERY LAB.**

NON-COMPLIANCE OF LAB SAFETY REGULATIONS

Students will receive the following reprimands for noncompliance of the listed safety regulations:

- 1st Violation: The student will receive a verbal and written warning indicating noncompliance, unless severity of the violation warrants immediate removal with a failing grade issued to student.
- 2nd Violation: The student will be asked to leave the lab and may receive a 0 (zero) for that lab exercise
- 3rd Violation: The student will be asked to leave permanently and may receive a failing grade for the lab course.

STUDENT EMERGENCY INFORMATION

Name (print) _____ Semester _____

E-mail address _____

Course _____ Lab Meeting Time _____ Room # _____

Instructor/Teaching Assistant _____

Permanent Address _____

Local Address _____

Phone (home) _____ (work) _____

In Case of Emergency, contact: _____ (phone) _____ Relationship _____

Other (e.g. Daycare, Physician) _____

Medical Insurance: _____

Medical History: _____

Location of Emergency Equipment

What does MSDS mean and where are they located? _____

Where are the following lab safety items located? Emergency Phone and Number _____

Fire Extinguisher: _____ First Aid Kit: _____

Fire Blanket: _____ Eye Wash Station: _____

Emergency Shower: _____ Fire Alarm: _____

What is the proper emergency exit route for you lab? _____

What is considered proper laboratory apparel? _____

Acknowledgement of Lab Safety regulations I, _____ (print name) acknowledge that on _____ (date) I have received a copy of, read, and understand the safety regulations pertaining to the TAMU-CC Physical and Life Science Program labs. I further understand that noncompliance with these regulations will result in the aforementioned reprimands. I have also been familiarized with the laboratory safety protocol. _____ (signature)

Texas A&M University - Corpus Christi
 Department of Physical & Life Sciences
 6300 Ocean Drive
 Corpus Christi, TX 78412
 Phone: 361-825-5701
 Fax: 361-825-3917

ORDER LIST

VENDOR	Bill To:	Ship To:
_____ Phone: _____ Acct #: _____	Texas A&M Univ. - Corpus Christi ACCOUNTS PAYABLE 6300 Ocean Drive Corpus Christi, TX 78412 Phone: 361-825-5780 Fax: 361-825-2772	Texas A&M Univ. - Corpus Christi CENTRAL RECEIVING 6300 Ocean Drive Corpus Christi, TX 78412 Phone: 361-825-5727 Fax: 361-825-5859

PO Number	TAMU-CC Account # Charged	Entered	Ordered	Must Have By Date

No	Prof. Course	Qty	Unit	Catalog #	Description	Unit Price	Total	Date Rec.

Intended Use:	Subtotal	
	Shipping	
	Balance	

Instructions for Form ORDER LIST

1. Areas highlighted must be filled out before the order can be processed. The lab coordinator can provide assistance in locating vendors.
2. Please give the order to the lab coordinator at least 3 weeks before you must have the items.
3. If items can be purchased locally, the lab coordinator must have at least 1 week notice.

Instructions for personal reimbursement:

When the lab coordinator is not available or you make a purchase on your own--

1. State Accounts (i.e. lab fee, field trip fee, and most research accounts) cannot reimburse taxes. Take a copy of the University Tax exempt form with you.
2. You CAN NOT be reimbursed for any food purchases from state accounts (ie lab fee, field trip fee accounts).
3. An invoice or receipt MUST accompany the reimbursement form.
4. A description of and purpose for the purchase (ie course which items were used) must accompany the reimbursement form.
5. Reimbursement Form must be processed within two weeks of purchase or reimbursement may not be possible.
6. Never allow a student to make a purchase using a personal credit card. They CAN NOT be reimbursed unless they are a university employee.
7. Some purchases made from the web cannot be reimbursed (ex. Ebay).
8. The administrative secretary or the lab coordinators can assist in processing the reimbursement.

SEMESTER SCHEDULE

Name: _____ Office: _____ Email: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
8:30					
9:00					
9:30					
10:00					
10:30					
11:00					
11:30					
12:00					
12:30					
1:00					
1:30					
2:00					
2:30					
3:00					
3:30					
4:00					
4:30					
5:00					
5:30					
6:00					
6:30					
7:00					
7:30					
8:00					

TEXAS A&M UNIVERSITY-CORPUS CHRISTI
Field Trip Waiver of Liability

Course Name: _____ Course Number: _____
Instructor: _____

I, _____, of the city of _____

County of _____, State of _____, for and in consideration of my participation in the above scheduled field trip(s) sponsored by TAMU-CC during _____ (semester & year) and which I freely and voluntarily accept to participate, do hereby expressly agree and understand not to hold TAMU-CC, their Board of Directors, officers, administrators, employees, representatives and/or agents and heirs, successors, and assigns, liable in any way whatsoever for any injury, or damage, or loss of property sustained by me or persons other than myself arising out of, or in connection with, or due to negligence, fault, or otherwise during any part of my participation in the aforementioned trip(s) or program(s).

For the same consideration and without conflict with the foregoing, voluntarily, voluntarily and knowingly, I hereby release and discharge TAMU-CC, their Board of Directors, officers, administrators, employees, representatives and/or agents and heirs, successors, and assigns, both in their official and individual capacities jointly and severally, from any actions, causes of action, claims, demands, damages, costs and expenses on account of or in any way growing out of any and all loss of personal property, or injury, as the result of any accident, delay or irregularity which may be caused either in whole or in part by any defect in any vehicle, airplane, vessel, or negligent operation thereof and through any act, error, or omission, or default of any company or person, or by reason of the conditions or use of any real or personal property while I am en route to, or from, or participating in the trip(s) or program(s) or occasioned by it.

I further promise to bind myself, and all my heirs, administrators, and executors to indemnify and forever hold harmless TAMU-CC, their board of Directors, their officers, administrators, employees, and/or agents against loss, damage, or expense from any and all claims, demands, actions; or causes of action that may be at any occurrence while en route to, or from, or participating in the trip(s), or program(s), or any activity relating or occasioned by it.

I have read this release and understand all its terms and execute it voluntarily and with full knowledge of its significance.

Dated this _____ day of _____, 20 _____

Student's Signature

Parents Signature (if required)

PARENT OR LEGAL GUARDIAN AND STUDENT MUST SIGN FOR A PERSON UNDER 18 YEARS OF AGE

Texas A&M University – Corpus Christi Vessel Checkout / Float Plan

Name:		Destination:			
Date of Checkout:*		Time & Date of departure:			
Number of passengers:		Time & Date of expected return:**			
Department for which vessel is used:			Department contact number:		
Description of vessel:					
Persons with Medical condition:					
	checkout:	check-in:	List of all passengers including author:		
Gas:			Name:	Contact number:	Age:
Oil:					
Battery:					
Buddy bearings:					
First aid kit:					
# of PFD's on vessel:					
Flares: (check expiration)					
Fire extinguisher (check inspection date):					
Lines in good order:					
Boat plugs (+ extra plug):					
Oars:					
Anchor:					
Running lights functional:					
Tie down straps on boat:					
Trailer features:					
Trailer lights					
Ball, hitch, and pin					
Safety chains					
Lug nuts					
COMMENTS:					
Boat usage					

Gas and oil codes:

1 = full
.75 = 3/4 tank
.5 = 1/2 tank

Department codes:

PALS = Physical and Life Sciences
CCS = Center for Coastal Studies

Descriptions of vessels:

24' Weldcraft, 150hp Yamaha, TX-7492 JL
20' Weldcraft, 150hp Yamaha, TX-5293 HR
Proskiff, 70hp Yamaha, TX-8789 HK
Rhyancraft, 50hp Evinrude, TX-9006 HD

The equipment being checked out by me is for Official State of Texas business. It is complete and in good working order. I understand that in cases of NEGLIGENT loss or damage to state property, I may be held personally liable. The determination of liability, if any is made by the University Police Department.

Signature: _____ Date and Time: _____

*Please submit completed form before departure to: **Frank McDaniel Ext. 2887 or Representative.**

Upon return please call and inform office of return for check-in.

**Vehicles/Boats are to be returned on the stated date clean and all personal items removed.

VEHICLE USE FORM
For
TAMU-CC VEHICLES

REQUESTED BY: _____

VEHICLE: _____

TAMU-CC PROPERTY #: _____

DESTINATION: _____

PURPOSE: _____

USER: _____

USER'S DRIVER'S LICENSE: _____

USER'S TELEPHONE #: _____

DATE OF REQUEST: _____

DATE TO BE USED: _____

RETURN DATE: _____

FACULTY SPONSOR: _____

ACCOUNT # TO BE CHARGED: _____

VEHICLE CONDITION UPON RETURN: _____

COMMENTS: _____

The equipment being checked out by me is for Official State of Texas business. It is complete and in good working order. I understand that in cases of NEGLIGENT loss or damage to state property, I may be held personally liable. The determination of liability, if any is made by the University Police Department.

Date and Signature: _____

Authorized by Signature: _____
Accountable Property Officer/Alt. Accountable Property Officer

*Please submit application at least one week before use.
Return completed form to:
Chriss Shope Boat Barn Ext. 2887

TAMUCC INCIDENT FORM

Copy to be filed with Lab Coordinator, EH&S Department, and Dean's Office.

Student Name: _____ ID: _____

Students Contact # _____ Students Email: _____

TA/Lab Supervisor Name: _____

TA/Lab Supervisor Contact # _____ Email: _____

Course Number & Name: _____ Instructor Name: _____

Date: _____ Time: _____ Incident location: _____

Incident Details: _____

Student Signature: _____ Date: _____ Time: _____

TA/Lab Supervisor Signature _____

Witness Name: _____ Witness Signature: _____

Actions Taken: _____

Date: _____ Time: _____
Signature of Chair, Dept of Physical and Life Sciences

Date: _____ Time: _____
Signature of Laboratory Safety Coordinator

Follow up actions by EH&S: _____

Printed Name: _____ Date: _____ Time: _____
Signature of EH&S Department Safety Coordinator

SAMPLE WORK LOG

Name: _____																				AVE. (19 wks)	typical week
Training																				0.00	1.50
Assigned Prep/Clean up																				0.00	1.00
Meeting																				0.00	1.50
Lecture																				0.00	1.50
Proctoring																				0.00	1.00
Teaching lab prep																				0.00	1.00
Teaching lab																				0.00	6.00
After lab cleanup																				0.00	0.25
Office hours: grading																				0.00	1.50
Office hours: prep																				0.00	0.50
Office hours: cleanup																				0.00	0.50
Office hours: students																				0.00	1.50
Office hours: other Please explain																				0.00	0.00
Outside grading																				0.00	1.00
Outside students contact:																				0.00	0.00
Misc. - Please explain																				0.00	0.00
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	18.75