Office and Key Policies
for
Anthropology Associate Instructors
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A key for any Anthropology office must be checked out to you in the main office. Keys must be returned during the last week of the semester unless you are teaching the following semester.

Required office hours -- All AIs are required to hold <u>three</u> hours of office hours per week on campus at a location with access to a phone.

Associate Instructor Office, room 348

It is recommended that you hold your office hours in SB 348, the AI Office. There is a <u>phone</u> in the AI office. The number is 855-0870. Office hours for all the AIs who use this room should be posted so that students will know when the AI office will be open. You are required to notify the department if you will not be in during your posted AI office hours.

The AI office needs to <u>remain locked</u> unless an AI is present.

There is an **envelope** attached to the AI Office door. Students may use this **to drop off** things for you while the office is locked. Please check this envelope and distribute the items to the correct mailbox in the AI office.

Do not have students turn in, or pick up assignments etc. in the main department office. Papers and other assignments need to be **returned to students in class**. If this is not possible, **individual AI mailboxes in the AI office** can be used for handing out and returning items (exams and papers) to your students. If you have too many items to fit in your mailbox, these may be put in boxes with your name and class information marked on them, and placed on the **upper shelf near the door**. Boxes should neither be placed on the floor outside of the office nor in the faculty/grad lounge. Please take an extra moment in your classes to clarify the difference between the AI office and the main office. The graduate students and faculty mailboxes are in a restricted area of the main office and the lounge. Students should **not** be instructed to turn in assignments to these boxes.

Sharing of **desks**, use of **file cabinets,** and **bookshelves** must be worked out amongst the AIs. **File cabinets** are used for organizing materials from past semesters. At the end of each semester there may be left over papers and assignments. Please label and file these along with any notes on grades for the class. Some of the **Bookshelves** hold the **departmental AI collection**. There is a checkout system for these sample texts in the AI office. AIs may divide up remaining space on these shelves for their personal use.

There is a **computer** <u>for your use</u> in the AI office. There is an alarm connected so the machine cannot be moved.

Additional Information for All Associate Instructors:

Slide projectors can be signed out in the Anthropology main office. Our **laptop and/or projector** may be reserved and checked out. If you teach after 5:00 pm, you must pick up the equipment before the main department office closes. You may want to lock this equipment in the AI office until your class time. There are resources on campus for making overheads, making slides, grading scan-tron answer sheets, etc. Video equipment may be ordered by you through Audio Visual Services by calling 855-8765.

The departmental <u>copy machine</u> in the main office may be used by faculty and AIs to make single copies of classroom materials. In other words, you may **not** make multiple copies of an original for your class on this machine. You need to record the number of copies you make on the clipboard, copy-log sheet. **Maxi copy service** may be used by AIs if they turn in or email the materials to be copied to one of the department secretaries *at least 24 hours prior* to the time you need the materials delivered to the department. During peak times during the semester such as the first week of the semester, mid-terms, and during finals week please allow 48 hours.

September 1, 2010
AI-Office & Key Policies.doc