Operations

1 Emergencies

- call campus police

**Emergency Number:** Extension 5555 or 911 (on campus phones) and 575-835-5555 (off campus or cell)

**Non emergency:** 575-835-5011 (Off Campus or by Cell) or Extension 5434 or "0" (on campus)

**E-Mail:** dispatcher@admin.nmt.edu

**Location:** Student Activity Center Building; Located at the Southwest corner of the athletic field, west of Steve Torres Hall.

- Fire Alarm
  Evacuate the lab and close the door. Once outside, do a roll check to verify that every body in your lab got out.

2 Safety

- Check the first aid kit.

- No food is allowed in the lab. Beverages are OK as long as they are in an spill proof container.

3 Standard Operations

- Before you start the lab, make sure that all equipment is in working order. If unsure, do not allow students to use the equipment and notify me as soon as possible. I’m here from 8 to 5 – send me an email after hours. My cell number is 505.366.9875

- At the beginning of every lab do a roll check. This is important for various reasons, but the most important is that in case of an emergency evacuation, you will be able to account for all your students.

- Before the students leave the lab, initial their raw data sheet; students must include it in their lab report. This is important because it allows us to randomly check consistency between data and results, which discourages plagiarism.

- Before you leave the lab, make sure that you leave it ready for the next session. If equipment broke down during your session, leave a note for the next TA and notify me, so I can try to fix it as soon as possible. Make sure that both doors to the lab are locked, unless the next TA is already present in the lab.
4 Policies

• Lowest grade is discarded.

• In general there are no make up labs. Under some circumstances and at your discretion, you could make an arrangement for your student to take the lab with a different TA during the week when the lab is being offered. The last resort is to use the week before finals to make up the lost lab.