

# IB Instructional Support and You - the GSI

IB Instructional Support manages the **teaching labs** in VLSB and provides logistical help to instructors teaching IB classes (Note: lecture and seminar rooms are controlled by ETS).

Location: 3018 VLSB Phone: 642-3549

See our page on the IB website: <http://ib.berkeley.edu/admin/instructional/details.php>

## We can help you

- request keys, textbooks, and lab manuals
- photocopy class materials
- print/update lab manuals & readers
- use Scantron exam forms
- reserve teaching labs, computer labs, and A/V equipment
- request laboratory materials & equipment for class
- set up/maintain bSpace sites or other course web sites
- understand laboratory techniques & responsibilities (e.g., equipment operation, clean-up!!!)
- develop guidelines for preventing and handling academic misconduct
- address issues with workload, difficult students, and supervision
- follow federal laws regarding student privacy (i.e., FERPA – see link on our website above)

Plan ahead! Please do not wait until the last minute for any of your course needs or concerns, as we may not be able to assist you.

## Safety in the classroom

Instructional Support staff can introduce you to safety procedures. University regulations require that instructors and students are familiarized with and follow all safety procedures. This is especially relevant when dealing with hazardous material or teaching for the first time.

- **Student Safety:**  
Instructors are responsible for their students' safety during class and must give a safety talk to their students at the beginning of the semester. GSIs must be familiar with evacuation procedures, protocols for handling any hazardous materials used in class, know the locations of the nearest fire extinguisher, sharps container, broken glass disposal, emergency shower/eyewash, and first aid kit.
- **Hazardous Materials:**  
Classes using hazardous materials, including chemicals and solvents of any sort (e.g., ethanol, cadaver-wetting solution), must review safety and proper disposal procedures with students at the beginning of the course.
- If you're not sure, just ASK!!!

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## IB Instructional Support Staff

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