

IB Instructional Support and You, the GSI

IB Instructional Support manages the 3rd floor **teaching labs and Bio 1B labs** in VLSB and provides logistical help to instructors teaching IB classes. (Note: Non-3rd-floor lecture rooms are controlled through the Office of the Registrar and technology in those rooms by ETS; however, **ALL** rooms may be reserved by contacting Maria Park: mariap@berkeley.edu, 642-5130).

IB Instructional Support "Head Quarters": Jill, Katrina, and Elaine. Find us in room 3018 VLSB, phone: 642-3549. See our page on the IB website: <http://ib.berkeley.edu/admin/instructional/details.php>

We can help you...

- ✓ prepare for your class:
 - obtain keys to your 3rd-floor VLSB classrooms,
 - prepare/print lab manuals or readers,
 - photocopy class materials,
 - advise how to set-up bCourses sites,
 - answer any questions you may have;
- ✓ photocopy exams;
- ✓ create the answer sheets for multiple-choice exams, process the exam data, and post scores on bCourses;
(Actual Scantron-brand forms are NO longer supported by IB staff.)
- ✓ obtain A/V equipment;
- ✓ obtain laboratory materials & equipment;
- ✓ maintain bCourses sites or other course web sites (post files, grades, etc.);
- ✓ understand laboratory techniques & responsibilities (e.g., equipment operation, clean-up, safety rules, etc.);
- ✓ 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 – read about student privacy at <http://registrar.berkeley.edu>).

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 in time.

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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. Instructors must give a safety talk to their students at the beginning of the semester. Instructors must be familiar with evacuation procedures; be familiar with 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 solutions), must review safety and proper disposal procedures with students at the beginning of the course. GSIs in classes that use hazardous materials of any sort must take EH&S safety courses (see us for more information).

If you're not sure, just ASK!!!

IB Instructional Support Staff

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Katrina Munsterman (Flora/Fauna Collector)	3018 VLSB, 642-3549, katrina@berkeley.edu
Elaine Westcott (all course support)	3018 VLSB, 642-3549, elaine.westcott@berkeley.edu