

Teaching Resource List Department of Sociology

Department of Sociology: 404-413-6500

HELPFUL PHONE NUMBERS:

Emergency, Health and Medical:
• Georgia State University Police: 404-413-3333
• Health Clinic (for non-emergency illnesses): 404-413-5577
• Counseling Center: 404-413-1640/1641
• Rape Crisis Center (off campus – Grady Hospital): 404-616-0617
• Suicide/Crisis Intervention (off campus): 404-730-1600
• Battered Women’s Shelter (off campus): 770-887-1121
Classroom Technology and Support:
• Technology Issues while in the classroom (overheads, computer, etc.): 404-413-4357
• Classroom Cleanliness/Temperature/Chalk/Markers: 404-413-0700
• Technology Instructional Support (ULearn setup, email access): 404-413-4500
• Classroom assistance (light, furniture, temperature control): 404-413-0800
• ULearn support toll-free number: 877-855-3238 or locally contact Paula Christopher pchristopher@gsu.edu 404-413-4721
• Center for Teaching and Learning: 404-413-2541; http://www2.gsu.edu/~wwwctl/ Peter Lindsay plindsay2@gsu.edu
• Publishing a Course pack: 404-413-4753 Jim Palmour
• E-Reserves: 404-413-2842 Denise Dimsdale
• Testing Services (scantron scoring): 404-413-1749/1739 Fred Shahid
• Key Control: 404-413-3233 (located in GSU Police Station at Edgewood and Park Place)
Student Support and Referrals:
• Writing Center/Writing Studio: 404-413-5840 (Room 976 GCB) Monday: 10 am to 5 pm, Tuesday: 12 pm to 7 pm, Wednesday: 10 am to 5 pm, Thursday: 10 am to 7 pm, Friday, Saturday, and Sunday: Closed
• Mathematics Lab: 404-413-6462 (Room 122 Kell Hall) Monday – Thursday: 9 am to 7 pm, Friday: 10 am to 2 pm, Saturday and Sunday: Closed
• Computer lab
1. University Library Learning Commons (Library North and South): 404-413-2800 Monday – Thursday: 7:30 am to 12 am, Friday: 7:30 am to 6 pm, Saturday: 9 am to 6 pm, Sunday: 12 pm to 8 pm
2. Aderhold Lab (Aderhold Learning Center, Ground level): 404-413-4336 Monday – Thursday: 7:30 am to 10 pm, Friday: 7:30 am to 5 pm, Saturday and Sunday: Closed
3. Arts and Humanities (Arts and Humanities Building, 2 nd Floor, Room 200): 404-413-4339 Monday – Thursday: 9 am to 9 pm, Friday: 9 am to 5 pm, Saturday and Sunday: Closed
4. Kell Hall (Kell Hall, 1 st Floor, Room 120): 404-413-4337 Monday – Thursday: 9 am to 5 pm, Friday, Saturday, and Sunday: Closed
• Librarian for Sociology Department (Elaine Hughes: 404-413-2869 or libmeh@langate.gsu.edu)
• Textbook Manager (University Book Store): 404-413-9700

POLICIES (QUICK REFERENCE):

Classroom Emergencies:

Major Medical Emergency (e.g., heart attack, seizure, and fainting):

1. Dial 911 (9-911 in most classrooms)
2. Notify University Police immediately (404-413-3333)

Minor Medical Emergency (e.g., sickness):

Notify University Police (404-413-3333), they will escort student to Health Service

Disruptive Student (also see long form or go to GSU website at <http://www.gsu.edu/> and search “disruptive student”):

1. If student fails to comply, request they leave the classroom (enlist Campus police 404-413-3333 if necessary)
2. If instructor decides withdrawal is necessary, provide Chair with written report and Disruptive Student

Report form (see long form) within (1) working day
<u>Discovery of Fire:</u> <ol style="list-style-type: none"> 1. Report fire hazards (prior to fire) to Occupational Safety and Risk Management (404-413-9545) 2. Call University Police (404-413-3333), stay on line until they have all the information they need 3. Sound Fire Alarm 4. Evacuate Building (close all windows and doors and assist physically impaired personnel if possible)
<u>Bomb Threat:</u> <ol style="list-style-type: none"> 1. If received by telephone, write down time of call, exactly what they said, describe caller's voice, listen for background noise 2. Ask (if possible): "When is the bomb going to explode? Where is the bomb located? What does it look like? What kind of bomb is it? What will cause it to explode? Did you place the bomb? Where are you calling from? What is your address? What is your name?"
<u>Inclement Weather:</u> <ol style="list-style-type: none"> 1. Notification via campus email and GroupWise, and GSU website 2. TV stations: WXIA (NBC), WSB (ABC), WGCL (CBS), or WAGA (FOX) 3. Radio: News Talk 750, Star 94, B-95.5, WGST, KISS 104.1, WPCH, FOX 97.1, JAMZ, WKLS, 95.5 The Beat, WRAS 94.9 Lite FM, Cool 105.7, 106.7 4. University Relations : 404-413-3025 5. More information at http://www2.gsu.edu/~wwwvpf/weather.htm

Instructional Policies:

<u>Attendance (also see long form or go to GSU website at http://www.gsu.edu/ and search "attendance"):</u> <ul style="list-style-type: none"> • All matters relating to student absences are to be arranged between the student and the professor • There must be a clear policy in the syllabus • Students may be withdrawn for non-attendance • Veteran students must be reported to Office of Academic Assistance after 10 absences
<u>Dishonesty (also see long form or go to GSU website at http://www.gsu.edu/ and search "academic honesty"):</u> <ul style="list-style-type: none"> • Initiate action against the student • Determine whether penalty will be "academic" or "disciplinary" • Complete "Notice of Academic Dishonesty" (see Mindy Stombler or Quanda Miller) • Discussion with the student, discuss appeal rights
<u>Classroom Access:</u> <ul style="list-style-type: none"> • For use of staff conference rooms in Aderhold (4th floor), go to Key Control (at GSU police station) and fill out a card with your Panther ID #. (Must also have approval from Department Chair). ID card should then work in card access door • For keys to classrooms, get approval from Department and take it to Key Control at GSU Police Department

Departmental Policies:

<u>Cancelled Class:</u> <ul style="list-style-type: none"> • In the event of an unplanned class absence, notify someone in the department (404-413-6500) as soon as possible • Do not leave a voicemail; keep calling until you talk to a person • Email class (use "email" feature in GoSolar) if possible
<u>Makeup Exams:</u> <ul style="list-style-type: none"> • Office staff no longer proctor makeup exams. Faculty must schedule and proctor their own.

*If you find information that needs to be updated or if you would like to suggest additions to this resource list, please contact:

<p>Mindy Stombler Director of Instruction stombler@gsu.edu 404-413-6531</p>
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<p>Resource list constructed by the following Teaching Associates: Beth Cavalier, Elroi Windsor, and Saori Yasumoto with additional support from the Teaching Committee in the Department of Sociology.</p>
