

2007-08

Political Science Graduate Student Guide

COPY MACHINE (room 1101)

Graduate students needing copies should buy a copy card in Richard J. Daley Library or on the second floor of the Student Center East at the Copy Center.

Department copy machine access is limited to staff, faculty and instructors teaching courses. TA's may use instructors' course copy codes with instructor approval for course business only.

GRADUATE STUDENT COMPUTER LAB (room 1129)

Lab access: by swipe function of your I-card (university ID card). See James Nell to activate.

Computer access: Your UIC login id is the prefix to your UIC email address – that is the part before the “@” in your email address. Your password is the last 4 digits of your UIN number. If you are having problems logging in, see **James Nell** in room 1119.

There are 12 PCs and two printers here. Toner cartridges and paper can be obtained from **Marla Lane** in room 1102 or the PDP Staff in room 1113. If it is after hours and no one is around please send us an email.

The air circulation is not particularly good in this room. The Department does not object to having the doors propped open. There is a honor code that the last one out shuts the doors and makes sure the locks engage. Theft is a big problem at UIC, and one should not assume that replacement computers would come soon or even be covered by insurance if there is no sign of forced entry.

There is no cleaning crew attending this room. Remove all garbage to hall recycling bins and throw away all your scrap paper. Absolutely no food or drink allowed. Papers left in printer sorter for more than several days will be discarded.

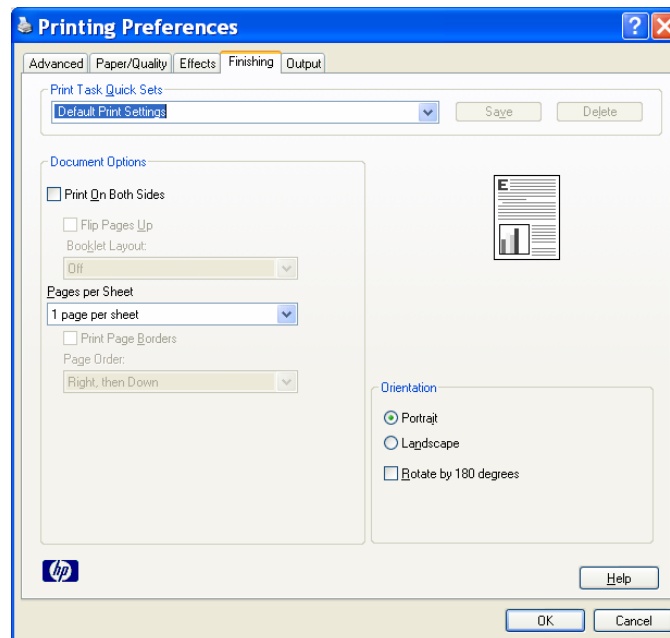
FACULTY/T.A. OFFICE HOURS

Office hours should be posted on your doors, so that students/staff can contact you when necessary. If you have no direct contact with students and are not required to hold regular office hours, please post a phone extension or email address on your door.

PRINTERS

There are two main and two back-up network printers for faculty, graduate student and teaching staff use: two in the copy room (1101), two in the Graduate Student Computer Lab (1129). We have not yet set limits on the number of pages people print for free on these printers, but PLEASE BE FRUGAL. This means printing only one copy and only what you need for your research, courses, and TA duties—no personal documents. Both main printers and the back-up in the Grad Lab can double side and save paper. On the print menu, select your printer and click the properties box to open the Printing Preferences box below.

Check the “Print On Both Sides” box. This is for the HP 9050 (the main printer in the Grad Lab – other printers may slightly as to where the “Print On Both Sides” box is located.



OFFICE ASSIGNMENT & KEYS – TA’s

Each semester the POLS Department Head office will evaluate the need and placement of TA offices to best accommodate and make use of the space the Department is assigned. Once the TA placement is determined it will be posted at the Reception window (1102) and in administrative offices (1102, 1119 and 1126). You will pick up your office key in the business office (1126) and return it at the end of your teaching term. Remove all personal effects at that time. If you are teaching year round you may hold on to your key, if you are only teaching for one semester you MUST return the key at the end of that period. There is no cleaning crew attending these offices. Empty your own garbage in hall recycling bins. **DO NOT KEEP OR LEAVE FOOD IN THESE OFFICES.**

AUDIO VISUAL EQUIPMENT

The Department has purchased a projector, laptop, a/v monitor, dvd/cd player, for instructional use. There is one cart with the laptop and PowerPoint projector and one cart with the dvd/cd player. These items are kept under lock and key for security purposes and must be signed in and out for use. Whether for course or other official department use, the person who signs out the machine will be held responsible for returning it in exactly the condition in which it was signed out and will be charged for any damage repair or missing parts. There is a sign-up sheet in the business office on the front door. **YOU MUST SIGN OUT THE EQUIPMENT AT LEAST 24-hours before you will need to access it.** This is a first come – first serve process so plan ahead! **This equipment can not be used outside of the building.**

This equipment, while of high quality, is designed for home usage. When it is unplugged to travel from location to location, it requires the clock to be reset (at random times) and occasionally exhibits other unpredictable behavior. If you want assistance setting up the

equipment, you must make arraignments with the PDP staff, James Nell, Matt Berry, and Alan Ward.

GRADUATE STUDENT LOUNGE, room 1170C (MICROWAVE AND FRIDGE)

UIC Facilities Management and the staff of the Political Science Department will not clean up after us. Be a good citizen and don't let your food rot in the refrigerator. If you make a mess in the fridge, microwave, on tables, chairs or floor, it is your responsibility to clean it up.

ACADEMIC COMPUTING & COMMUNICATION CENTER

ACCC has extensive documentation about computing at UIC. You will only need a fraction of the information they have posted there to do your work, but it is important to know what is there so you can find specific information when needed.

- What do you need to access the wireless internet with your laptop?
- What is the difference between Icarus, Tigger, and Mailserv?
- How to set up a vacation reply on your email?
- Get free or at least discounted software like Symantec, Microsoft Office, and STATA.
- Learn about your personal web space and how to make use of it.

Go to the ACCC website by clicking "computing" on uic.edu.

INSTRUCTIONAL TECHNOLOGY LAB

ITL has extensive documentation and even offers personal assistants in using Blackboard and common software like Microsoft Word, Excel, PowerPoint, and Access. You can also learn the basics of web editors like Macromedia's Dreamweaver and its fun companion features such as Shockwave and Flash.

Go to the ACCC website by clicking "computing" on uic.edu.

FILE SERVER ON POLSWEB

Due to lack of use, storage space, and equipment obsolescence, the file server has been taken down.

MAIL BOXES (room 1129)

All graduate students have individual mail boxes located in the graduate student computer lab. U.S. mail and packages addressed to you at the department will be placed in these boxes.

LISTSERVS

We have a graduate student listserv call polsggrad@uic.edu that all political science graduate students along with some faculty and staff are subscribed to. All polsggrad members can send items of interest to it, but given the high volume of email we all get, please keep it germane to department and professional concerns. Any abuse will be swiftly dealt with. The Graduate College also maintains gradlist. You learn about listserv at UIC and how to find and join them here: <http://www.uic.edu/depts/accc/ecommm/listserv.html>

STATA Library (Graduate Office rm. 1119)

There is a set of STATA 9 reference books in the Graduate Computer Lab. There is also a complete set of STATA 9 references books available for check out in the Graduate Office.