

2009-10
Political Science Graduate Student Guide

“WHO IS THE FIRST PERSON I SHOULD CONTACT IF I WANT TO KNOW ABOUT...”

Signing up for, setting up, or learning how to use electronic equipment; technical computer problems?
PDP Staff (1113)

Issues relating to my pay?
Marliyn Getzov (1126)

Registering for courses, questions regarding academics in general or getting access to the building off-hours?
James Nell (1119)

Getting office supplies, including printing supplies?
Marla Lane (1102)

BUILDING ACCESS

The Behavior Sciences Building gets locked up at night and on weekends. If you need access to the building during those times, please speak to **James Nell** (room 1119), who will begin the necessary procedures to give you round-the-clock access to the building. Be aware that this process takes a few business days to go through, so plan accordingly.

COPY MACHINE (room 1101)

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

Therefore, 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 and use a machine outside the department

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 or a **PDP staff** member in room 1113.

In the lab, you will find...

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

PCs and printers: There are 12 PCs and two printers in the lab. Toner cartridges and paper should be stored in the cabinet in the lab. In case the cabinet is empty, paper can be found in the copy room. Toner 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.

(hint: while decidedly low-tech, it is often possible to tease a few more pages out of a dying toner cartridge by removing it from the printer, shaking it 5-10 seconds, and putting it back in)

Scanner: There is a scanner connected to one of the PCs close to the printers. It is quite user friendly; please refer to the instructions by the scanner when you decide to use it. Since there is only one scanner and it can only be used from a specific computer, it's a good idea to do whatever scanning you need done well before

whatever deadline you are working with.

Software: All lab computers come equipped with STATA, some with SPSS, and some with both. All computers also have a program called StatTransfer, with which you can convert a STATA file to SPSS and vice-versa. It takes administrator access to install new programs, so if you think that the computers should have a particular piece of software installed, please contact **James Nell** or a **PDP staff** member

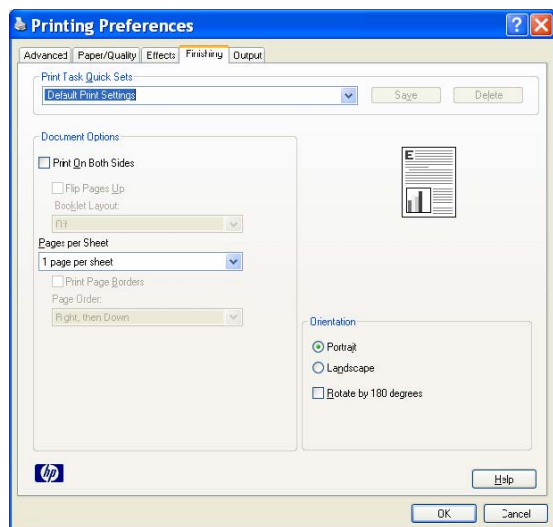
STATA Library: There is a set of STATA 9 reference books in the Graduate Computer Lab. There is also a complete set of STATA 9 references books available for check out in the Graduate Office (1119)

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. To re-iterate: **if you are the last person leaving the room, please ensure that both doors are closed properly.**

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.

PRINTING

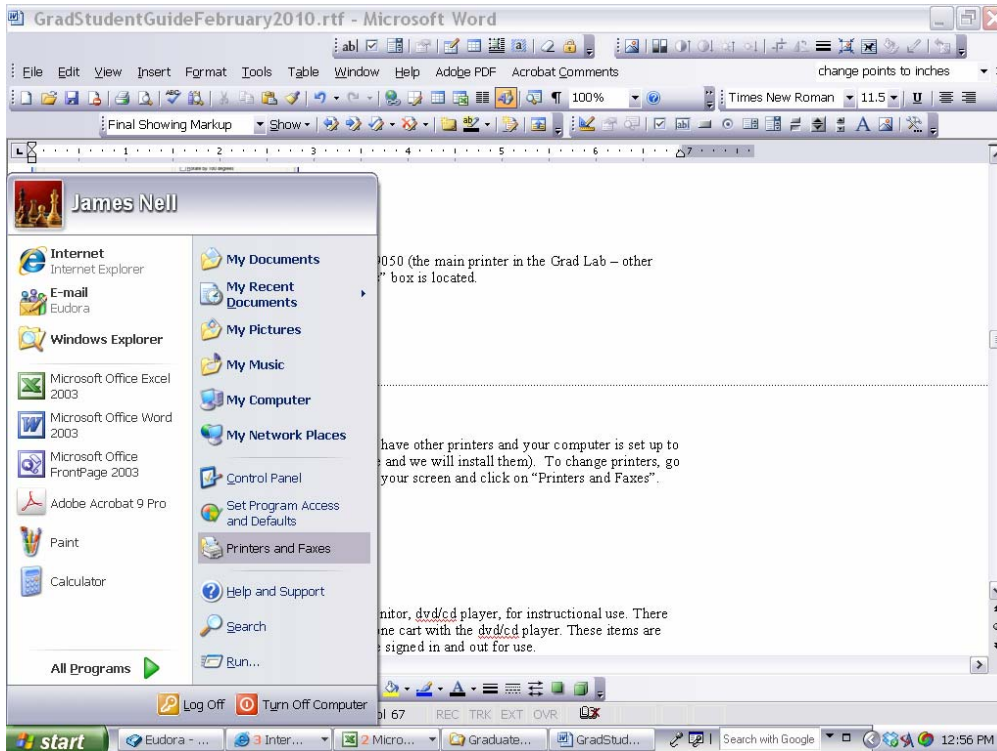
There are two main and two back-up network printers for faculty, graduate student and teaching staff use: two in the copy room (1101), two in the Graduate Student Computer Lab (1129). We have not yet set limits on the number of pages people print for free on these printers, but PLEASE BE FRUGAL. This 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.



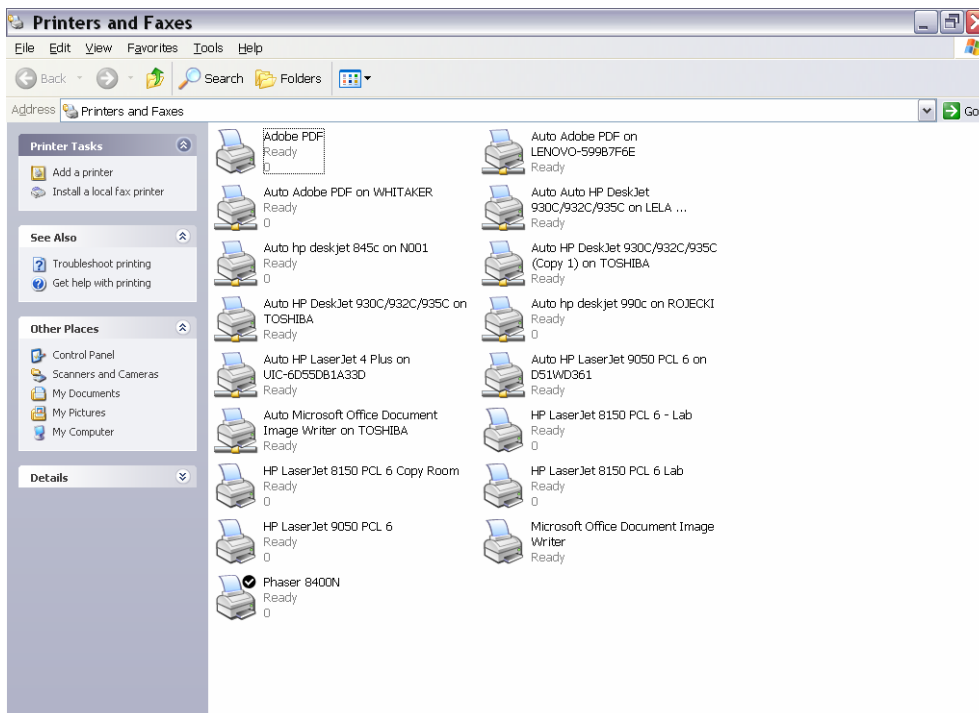
Check the “Print On Both Sides” box. This is for the HP 9050 (the main printer in the Grad Lab – other printers may slightly as to where the “Print On Both Sides” box is located.

Selecting a Different Printer:

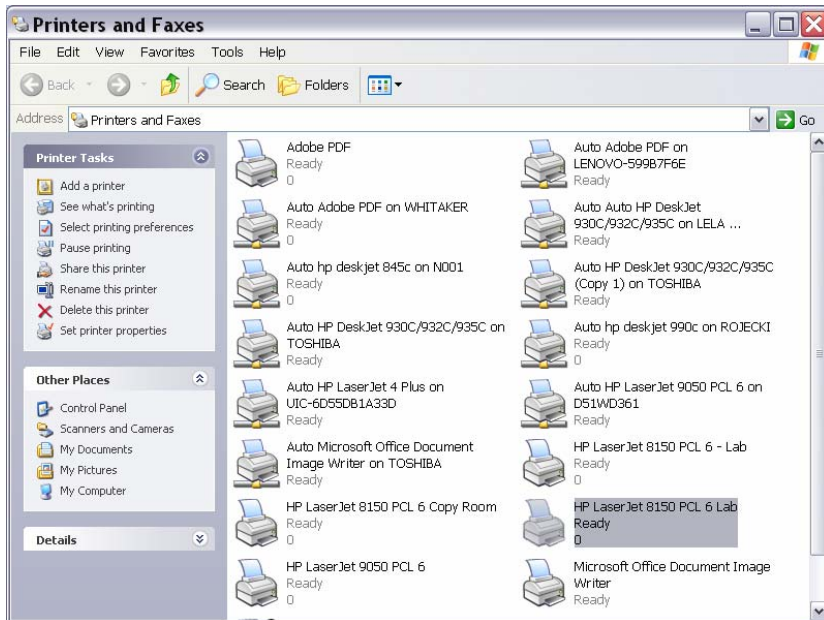
If a printer is not functioning properly, do not despair, we have other printers and your computer is set up to print to them (let the PDP staff know if this is not the case and we will install them). To change printers, go to the green “start button” in the lower left hand corner of your screen and click on “Printers and Faxes”.



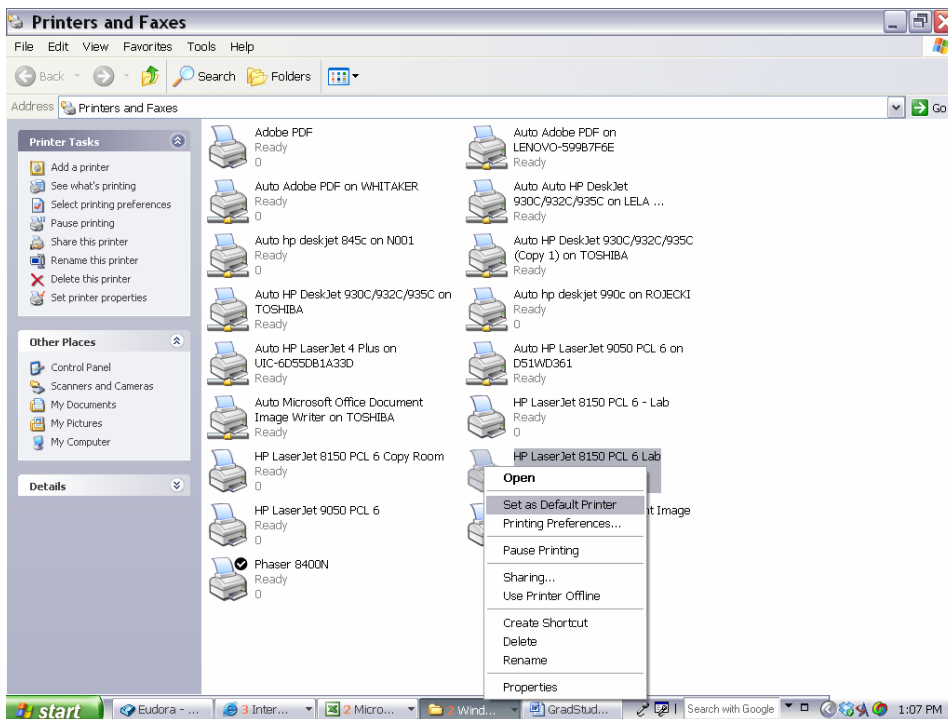
You will see this:



Your screen will look a little different. That's ok. The printer with the black dot with the check mark in it is your default printer. To change printers, you must find the right alternative printer. Ignore the ones that start with "auto". We are looking for printers, not cars! In the graduate lab, you probably want the either of the HP Laser Jet 8150. Right click on one. In this case, it probably doesn't matter which one.



Right click on the printer you are selecting as your new default printer and select "set as default printer".



The black dot with the check mark in it should now move to your new default printer. Now go ahead and print.

AUDIO VISUAL EQUIPMENT

Portable 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 (1126) 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 arrangements with the **PDP staff** or **James Nell**

Stationary equipment

The department has installed two ceiling-mounted projectors, one in 1115 and the other in 1171. These projectors cannot be moved, and are generally of higher quality than the portable projector. In the case of 1115, the laptop, VCR, or DVD player will need to be plugged into the wall. In the case of 1171, there is a VCR and DVD embedded in the room. Projecting from a computer will still require plugging it into the wall. In either case, please contact the **PDP staff** to get access to the required equipment as well as to get assistance in setting it up.

Regarding Macs

While Macs are growing in popularity, the department currently only has the required cables to plug a PC laptop into the wall's A/V outlet. If you foresee using a Mac, you will need to provide the adaptor cable necessary to allow the computer to be plugged into a VGA cable. As always, when in doubt, speak to a **PDP staff** member ahead of time

ACCESS TO 1115 AND 1171

In order to prevent theft, it is the policy of the department to lock rooms 1115 and 1171 when they are not in use. The first and last instructors to be using the room will be given keys in order to open and lock up the room, respectively. There is also an extra set of keys for 1115, 1171 and the copy room. If those keys are unavailable to you, please see **James Nell** in order to get access.

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.

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, but 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.

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.

It is never a good idea to eat food that is not yours, and it is always an excellent idea to write your name on the food that you leave in the lounge

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. Since the website can veer towards the technical and has plenty of information, there may be times where it can seem overwhelming. If you cannot quickly find the information you are looking for, you should e-mail ACCC directly.

The ACCC website also contains the Instructional Technology Lab (ITL). ITL has extensive documentation and 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 such as Macromedia's Dreamweaver and its fun companion features such as Shockwave and Flash.

LISTSERVS

What is a listserv? Essentially, it is an e-mail address which, once it receives an e-mail, will forward it to all members on a list. We have a graduate student listserv call polsgrad@uic.edu that all political science graduate students along with some faculty and staff are subscribed to. Sending an e-mail to this address is thus the best way to ensure that all grad students receive it.

All polsgrad members can send items of interest to the listserv, 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>