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IGL Student Handbook

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Introduction

This handbook is designed for students and student groups affiliated with or supported by the Institute for Global Leadership (IGL). The purpose of this handbook is to describe the most efficient and effective means of accessing resources available to students through the IGL.

IGL Mission Statement

Tufts' Institute for Global Leadership is an incubator of innovative ways to educate learners at all levels in understanding difficult and compelling global issues. Our goal is to develop new generations of critical thinkers for effective and ethical leadership, who are able to comprehend and deal with complexity, to bridge cultural and political differences and to engage as responsible global citizens in anticipating and confronting the world's most pressing problems.

To meet these challenges, the Institute emphasizes rigorous academic preparation and experiential learning. Students learn through intensive engagement in classes, global research, internships, workshops, simulations and international symposia - all involving national and international students and leaders from the public and private sectors. These activities stress critical and normative thinking, written and oral communication skills, problem solving, and an interdisciplinary approach to learning. Students produce tangible outcomes to their studies through their research projects, the international forums and other significant initiatives. The experience helps stimulate intellectual curiosity and build individual self-confidence and independence, while at the same time developing analytical and practical leadership and decision-making skills.

IGL Staff

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Expectations

We are excited about all the innovative projects and programming done by IGL students and groups, and we are eager to support you in these efforts. In order to streamline processes and make event-planning easier, the Institute expects that all student groups do the following:

- keep in regular communication with Institute staff and be respectful of our time,
- be mindful of deadlines (ie. give us and yourselves ample time to plan an event)
- correspond with other IGL group leaders,
- publicize all Institute events within their groups,
- compile an annual report by the end of the spring semester,
- take an active part in having a digital media presence (Twitter, Flickr and Facebook),
- treat all borrowed equipment with care, and
- keep group pages on the IGL website up-to-date.

Activity Planning and Support

This process is for all students and IGL-affiliated student groups applying for IGL funding for an event or project. We have no desire to create a static or nonresponsive “bureaucracy”. Rather, to enable us to serve you best and to allow for intelligent growth, we have created some guidelines that we believe will enhance your objectives and allow us to work cooperatively. There are often many details that need to be worked out in order to successfully plan and execute these activities, so please ensure that you work closely with the IGL staff during this process.

For IGL student groups, it is important that all of your group’s programming – whether or not you need financial or logistical support – goes through the approval process. Each IGL or affiliated group represents the Institute. Consequently, the IGL needs to be sure that the events and activities organized by its various student groups reflect the IGL’s norms and sensibilities regarding content, professionalism, and perspective.

Planning Process

1. Proposal

If you would like to request logistical or financial support from the IGL for an event or project, you will first need to submit a proposal.

For *small events* such as a film screening or discussion panel with a Tufts professor, the IGL requires **two weeks notice**. For *larger events or activities*, such as a symposium,

the IGL **requires** at least **four weeks notice**. This is because for many events we need to work with other departments on campus, and they have their own requirements in terms of the time it takes them to order supplies and make sure that everything is ready. In addition, if your speakers are coming from out of town, travel prices tend to go up within a window of 21 days. For *international events, projects and research*, the IGL funding requests should be made **at least two months** prior to your proposed departure date.

To request funding for an activity, event, or project, download (<http://www.tuftsgloballeadership.org/resources/student-resources>) and fill out an *Activity Proposal Form* and email to patricia.letayf@tufts.edu (the file name should read “APF” followed by your group name or last name and a six digit code for the date of submission – e.g. “APFexposure092308” or “APFsmith101308”). After you have emailed your proposal, it is your responsibility to follow up with the Program Coordinator (in person tends to be most effective) to get her initial feedback and tentative approval to continue with the planning process.

ACTIVITY PROPOSAL FORM

Today's Date:
 Contact name:
 Contact phone number & email:
 Student group name, if applicable:
 Proposed date(s)/time(s) of activity:
 Desired location:

Brief description of proposed activity:


Purpose of the activity:

Proposed budget (include itemized costs):

Other potential funding sources:

For on-campus events

Event title/topic:
 Audio/Visual needs:
 Room/Supply needs:
 List of desired speakers/guests (& affiliation), if any:
 Speaker travel needs, if applicable:



Note: Although your final arrangements may differ from your initial proposal, please be as thorough as possible in identifying your planning steps, logistical needs, and costs in the *Activity Proposal Form*. This will speed up the approval process. If you are planning an on-campus event, please review the **Cost Information** and **Event Publicity** sections in this document.

2. Logistics

Work with the Program Assistant (Lauren) to figure out the logistics for your activity and update the *Activity Proposal Form* accordingly. When everything is in order, email the revised *Activity Proposal Form* to patricia.letayf@tufts.edu (add “-R” to the original file name – e.g. “APFexposure092308-R”).

3. Approval

The Program Coordinator will review your revised proposal. It is your responsibility to check with her (again, in person tends to be most effective) periodically to find out whether

IGL Funding Form

Name: _____

IGL Affiliation: _____

Funding Amount: _____

Reason for Funding: _____

Expected Outcome: _____

Travel Date/Period: _____

Location/Country: _____

Fiscal Year: FY13 FY14

Dept. ID:

_____ Global Research (Macaya+) 250

_____ Male Research Fund 251

_____ Hamlin Research Fund 252

_____ Special Programs 400

_____ Empower 450

_____ ALLIES 500

_____ PNDP 550

Signature: _____ (Date) _____

Signature: _____ (Student) _____ (Date)

Received By: Lauren Neshelle

you have received final approval. If you have requested funding support and have received final approval for your activity, obtain a *Request for Sponsorship* form from the Director's assistant office and have the Director sign it, making sure that the sponsorship amount is noted on the form. This form must also describe the follow-up products or activities you have agreed to complete in return for sponsorship. Depending on your particular arrangement, you may not receive funding until you have completed these follow-up products. Submit the completed and signed form to the Program Coordinator (Patricia). You may also make a copy of the signed *Request for Sponsorship* form for your records.

4. Media

All public group events should be on the IGL calendar. If you need audio or visual documentation of your activity, event or research, meet with the Multimedia Coordinator (Jessie). In addition to putting approved events on the online IGL calendar, the Multimedia Coordinator can loan out cameras and/or audio recorders to students or student groups (to do this, students will have to leave a credit card number).

If your event is on campus, also contact Exposure (the IGL's photojournalism, documentary studies, and human rights student group) to request that a member of that group take photos for you. Please remember, however, that Exposure members are volunteering their time and may not always be available.

5. Activity

Carry out your proposed activity, event, or project.

6. Follow-up

Complete and submit all necessary follow-up items to the IGL, as outlined in the *Request for Sponsorship* form. If funding was approved for your activity and you have completed your follow-up responsibilities but have not yet been reimbursed, contact the Institute Administrator (Neshelle). If you borrowed any equipment from the IGL, return it in a timely manner to the Multimedia Coordinator (Jessie).

For student groups, we recommend that you make a photocopy of each completed *Activity Proposal Form* and keep them in a folder. This folder will serve as a record of your activities over the course of the year and will help you prepare your group's annual *Program Summary*. These forms may also be useful in planning future events and training new members about event capabilities and protocol.

Cost Information (on-campus events)

If you are planning an on-campus event, the information in this section will help you create your budget.

Facilities

| Item | Unit Price | # | Total Cost |
|---------------------------------------|------------|-----|------------|
| 4' Tables | \$6.30 | | |
| 6' Tables | \$6.53 | | |
| 8' Tables | \$6.98 | | |
| 30' Round Standing Cocktail Table | \$10.80 | | |
| 36" Round Tables | \$6.53 | | |
| 60" Round Tables | \$6.98 | | |
| 72" Round Tables | \$13.75 | | |
| 4' Tablecloth | \$8 | | |
| 6' and 8' Tablecloth | \$10 | | |
| Standard Folding Chairs | \$0.99 | | |
| Fan Back Chairs | \$3.38 | | |
| White Garden Folding Chairs | \$3.60 | | |
| Padded Folding Chairs | \$4.37 | | |
| Gold Ballroom Chairs | \$5.85 | | |
| Coat Rack (100 hangers) | \$50.00 | | |
| *UGL Services cleaning (call x7-3973) | | | |
| Delivery/Pickup Fee | \$25 | 1 | \$25 |
| TOTAL | n/a | n/a | |

*Necessary any time food will be served

All of the above unit costs are for daily rentals. Please keep in mind that Facilities requires an Interdepartmental Requisition (IDR) from the IGL **at least** two (2) weeks prior to your event. Facilities is particularly strict about this deadline and can refuse service if there is not enough lead time.

Audio/Visual

Please use the following checklist to help determine your audio/visual needs for your event (Make sure to note your A/V needs on the *Activity Proposal Form*). Please note that A/V requires at least two weeks notice otherwise you will incur late fees.

Audio Amplification (Large or crowded rooms may require a PA system)

If you need audio services, pick one from below:

- Single presenter at podium (basic pa and mic setup by AV services)
- Panelists at a table (PA system with 3 (or more) table mics and a mixer)

Additional Option

- Audience questions (PA system with 1 or 2 Audience mics)

Audio Recording

- () Single presenter at a podium (Sign out digital recorder from IGL)
- () Panelists at a table (Output from mixer is recorded by IGL Digital Recorder or one provided by A/V Services)
- () Audience questions (Output from mixer is recorded by IGL Digital Recorder or one provided by A/V Services)

Video Recording

Planned Distribution mode

- () Simple event documentation with IGL camera (mini-dv camera, using camera mic with no external audio, sign out IGL MiniDV Camera)
- () Professional Video (High Quality Camera, manned by an AV tech with Audio coming from a mixer; requires PA system)

Photo Documentation

- () Bring your own Camera (read the tip sheet for documenting an event)
- () Sign out a camera from the IGL (read the tip sheet for documenting an event)
- () Coordinate with an Exposure student to document the event (depending on availability).

For more information, please see the Tufts A/V website:

<http://ase.tufts.edu/its/classroomAvPricing.htm>

AV Costs

Audio/Visual Services: Equipment & Pricing

(The price listing on this page is effective for all events taking place on or after September 1, 2011)

SOUND EQUIPMENT:

| | |
|--|------------|
| Small PA System: 2 speakers, powered mixer, up to 2 wired mics | \$ 120/day |
| Medium PA System: 4 speakers, mixer, amp, up to 4 wired mics | \$ 175/day |
| Larger PA | per spec |
| Subwoofer System: 2 18" subs and amp (PA additional) | \$ 75/day |
| Monitor system with 2 speakers and amp (PA additional) | \$ 50/day |
| Sound in Asean auditorium, Cohen Auditorium, or Sophia main room with up to 4 wired mics | \$ 80/day |
| Dynamic/Wired microphones | \$ 20/day |
| DI Boxes | \$ 15/day |
| Condenser microphones | \$ 25/day |
| Wireless microphones (handheld or lapel) | \$ 70/day |
| Mixer separate from PA | \$50/day |
| CD player | \$ 20/day |

VIDEO:

| | |
|--|------------|
| Data projector for video or computer | \$ 110/day |
| Tripod projection screen (\$10 if rented with a projector) | \$ 30/day |
| Windows Laptop for use at AV Events | \$ 50/day |
| DVD, VCR, or combination player | \$ 20/day |

HOTUNG CAFÉ:

With the new renovation, clients are responsible to cover costs of microphones and labor only along with other additional equipment like monitor speakers

COHEN AUDITORIUM:

| | |
|--|------------|
| Cohen Sound system with up to 4 wired mics and CD Playback | \$ 100/day |
| Other Cohen costs including theatrical lighting, data projector, room fees, and house managers can be directed to Mark Sullivan , Cohen House Manager, (617) 627-5531 | |

RECORDING:

(includes necessary equipment and media; *labor extra*)

| | |
|---------------------------------|------------|
| Videotaping to DVD for archival | \$ 40/hour |
|---------------------------------|------------|

LABOR PER HOUR:

| | |
|--|----------|
| There is a minimum 2 hour charge for setup and breakdown | \$ 25/hr |
|--|----------|

Guest Travel

Each traveler needs a T number from Tufts to allow payment for travel. It can take more than a week to get a T number, so please provide the Institute Administrator (Neshelle) with the estimated costs for travel (air/train, hotel, taxis) and the traveler's name (as it appears on his/her license or passport) as soon as possible.

Please check flights on www.expedia.com to come up with an estimate for the travel if someone is flying into Boston. Please note that this is only an estimate – prices can change rapidly. Generally, the more in advance you buy the ticket, the lower the price. Travel cost estimates should include a taxi ride between Logan Airport and Medford (each way is roughly \$40) and the guest's travel from their home to their local airport and back. Typical total taxi fares range from \$150-\$200 (depending on time of arrival, traffic, etc.). Ensure that you know your guest's departure location as they may not be traveling from their home institution or mailing address.

If the guest is driving, Tufts policy is to reimburse for mileage. This information needs to be submitted to the Program Assistant along with a departure and arrival address. Also, parking in the Dowling parking lot is \$5 (one needs to purchase a token to leave the parking lot). Please see the Institute Administrator (Neshelle) if you need tokens. The IGL Institute Administrator is responsible for communicating the Tufts travel reimbursement policy to your guest. Please make sure that if your guest is traveling, you give the Institute Administrator the guest's contact information so that she can confirm the reimbursement details.

Event Publicity

Your group is responsible for advertising the event, which includes:

- designing posters;
- having your posters approved before copying (by director or associate director);
- copying your own posters (this can be done at the IGL);
- putting them up in the approved locations;
- putting the event on Tuftslife.com;
- uploading the event poster to the IGL Facebook page;
- putting the event on the IGL calendar; and
- submitting the designed ad to the Tufts Daily, if this is in your budget, and getting an IDR from Lauren.

Online Calendars and listserves

- Campus online calendars (www.tuftslife.com, www.tufts.edu, www.fletcher.edu, www.tuftsgloballeadership.org)
- Email Listserves
 - International Relations Program
 - Community Health Program
 - Fletcher Listserve (email your event announcement to

fletcherevents@elist.tufts.edu. If it is approved, they will send the announcement to the official listserve on the day of the event)

- Tufts Student Groups (Contact the Director of Student Activities to send your announcement to the registered contacts for many of the student groups on campus. They are responsible for sending it out to their own lists)
- IGL Student Groups (email the Program Assistant with your announcement and the names of the groups you would like to send it to. Group Leaders will be responsible for sending the information to their group members).

Tufts Daily

Ads in the Tufts Daily must be in by 3pm two (2) days prior to the day of the publication. Email the ad (in the correct format and size) to tuftsdailybusiness@gmail.com, then follow up with an Interdepartmental Requisition (IDR) from the Program Assistant.

On-Campus Rates

These rates apply for both TCU and non-TCU groups at Tufts

Base rate for custom-sized advertisements: \$7 per column-inch

| Size | Column-inches | Actual Dimensions | Price |
|-------------|----------------------|--------------------------|--------------|
| 1/8 | 2.5 col. x 3.9 in. | 4.9 in. X 3.9 in. | \$65 |
| 1/4 | 2.5 col. x 7.7 in. | 4.9 in. x 7.7 in. | \$80 |
| 1/2 | 5 col. x 7.7 in. | 10 in. x 7.7 in. | \$125 |
| full | 5 col. x 15.5 in. | 10 in. x 15.5 in. | \$200 |
| back | 5 col. x 15.5 in. | 10 in. x 15.5 in. | \$250 |

One column = 1.867 inches with a 0.925 inch gutter.

TCU student groups must pay using a TCU requisition form. All other Tufts organizations must pay using an interdepartmental requisition form (IDR).

Postering

Each poster should include: title; name, bio, and photo of speaker, if applicable; day, date, time, location; sponsors and co-sponsors – include the IGL; contact information

at the bottom – include email, your group’s website, and the IGL main phone number (617) 627-3314. People should be able to read posters from at least ten feet away while walking by. Make your poster visually appealing and communicate the critical information in as few words as possible.

Posters placed in inappropriate locations on campus will be removed at the discretion of Facilities or the Office of Student Activities and may result in a fine to the student group responsible. Please see the Poster Policy document on the Office of Student Activities website (<http://ase.tufts.edu/osa/documents/>).

Chalking

One of the reasons the university permits the use of chalk is that it does not become a permanent part of the campus. Therefore, chalking is permissible in outdoor, public areas. Chalking is not permitted in areas inaccessible to rain, such as the walkway between the Campus Center and the bookstore or any vertical surface. There is to be no use of materials other than water-soluble chalk. When chalking, the following guidelines must be observed:

- No chalking of any kind on Matriculation Day or Commencement Day
- No chalking on any vertical surfaces or in areas inaccessible to rain
- No profanity or explicit sexual material
- No defaming of groups or slurs because of sex, race, ethnic or religious identity or sexual orientation.

Student Funding Resources

- **Dean’s Undergraduate Research Fund (\$200-\$450)**

<http://ase.tufts.edu/undergradEducation/undergradResearchFund.asp>

*Students may request funding for senior theses and for other proposals emphasizing **original research** that is **directly supervised by a Tufts faculty member**. Supplies, travel, library cards, books, photocopying, and payment of research subjects are examples of appropriate expenses. Thesis binding, the purchase of computers or other durable goods, or payment of a salary are expenses that would not normally be appropriate. The fund will support travel to a conference if the student is presenting research, but please do not ask to be reimbursed for meals. The fund will not support participation in educational programs and seminars sponsored by other institutions.*

- **Tufts Summer Scholars (\$3,500 + \$1,000)**

<http://summerscholars.programs.tufts.edu/>

The Tufts Summer Scholars Program is a University-wide initiative that offers research apprenticeships with faculty/clinical mentors to motivated Tufts undergraduates. The Program gives students a chance to be on the front line of

discovery and scholarship at Tufts today. Each student will receive \$3,500 for full-time research that will ideally lead to a senior honors thesis. In addition, a \$1,000 grant to defray research expenses will be made available to each recipient up until the time of graduation. Faculty/clinical mentors will receive a \$1,000 research stipend.

- **Institute for Global Leadership – Empower program (\$500-\$2500)**

<http://www.tuftsgloballeadership.org/programs/empower>

Within its overall focus of social entrepreneurship and poverty alleviation, EMPOWER will focus on providing an educational platform for students interested in broadening their knowledge and understanding of how social entrepreneurs are able to conceptualize, research and/or apply innovative management and organizational practices and financial tools to assist disadvantaged individuals and communities throughout the world. In other words, EMPOWER will be focused on initiatives that help the poor help themselves.

- **Tisch Active Citizen Summer Fellowships (up to \$3,500)**

<http://activecitizen.tufts.edu/?pid=30>

Tisch ACS is an opportunity offered by the Tisch College of Citizenship and Public Service. Tisch College's mission is to ensure that students graduate from Tufts prepared to be committed public citizens and leaders who take an active role in building stronger communities and societies. Tisch ACS furthers this mission by providing financial and staff support to students engaged in this work during the summer. There are five summer options for undergraduate and graduate students.

- **Citizenship and Public Service Scholars** (for current Tisch Scholars)
International
- **Somerville** (with one of eight local host agencies)
- **Conference of Mayors** (internship with a mayor of a U.S. city)
- **DC Alumni Network** (non-profit, public sector, government and political fellowships in the DC area)

- **Tufts Departmental Funds (varies)**

Many Tufts academic departments have a limited amount of discretionary funds they can provide to help support student activities on campus. For more information on how to request funding from a particular department, contact the relevant Department Chair. A listing of the departments in the School of Arts & Sciences can be found at <http://as.tufts.edu> (under the "Academics" tab, click on "Departments and Programs" on the drop-down menu). A listing of the departments in the School of Engineering can be found at <http://engineering.tufts.edu> (under the "Academics" tab, click on "Departments" on the drop-down menu).

- **International Relations Department and Director's Leadership Council (DLC)** – To request funding from the International Relations department, email your request to International Relations Program Administrator Moira Todd (moira.todd@tufts.edu), including: brief description of the activity/event; requested amount; what the funding will be used for; your intended audience; and your expected number of attendees. The DLC will no longer be monetarily co-sponsoring events, but they occasionally collaborate with other campus groups on event planning and logistics. Check the International Relations website (<http://ase.tufts.edu/irl/>) for current contact information for the DLC.

- **Career Services Summer Internship Grants (\$3,500)**

<http://careers.tufts.edu/students/internships/>

Career Services provides funding for approximately 35 students for otherwise unpaid, full-time, summer internships. These grants offer AS&E students the opportunity to explore career fields and gain experience while contributing to organizations which can not afford to fund summer interns. The majority of grants are awarded to students working in the non-profit or public sectors, several are awarded to students on financial need and 4 grants are earmarked for students working in an entrepreneurial organization. Applications are due in late March. For more information, go to the website or make an appointment with a Career Counselor at 617-627-3299.

- **Fellowships and Service Opportunities**

<http://careers.tufts.edu/students/fellowships/>

This database offers postgraduate opportunities with nonprofits around the world. Assignments range from several months to two years and are open to new and recent graduates. Some opportunities are funded while others are volunteer-based.

Student Group Web Sites

Each group should designate a web point person who will be responsible for updating the group's portion of the website with upcoming events, bios of the group, media clips, and any other relevant information. The IGL is very interested in increasing its social media footprint, so we encourage you to advertise your events on the IGL Facebook (<https://www.facebook.com/TuftsIGL>) and Twitter (<http://twitter.com/tuftsigl>) pages. The point person should also upload all of your group's event photos to the IGL's Flickr account (<http://www.flickr.com/photos/tuftsigl/>). The web people will work with the Media Coordinator (Jessie) to develop each group's site and add information as necessary.

Student Group Documents

Annual Report

Each year, each IGL student group will be asked to submit an annual report that summarizes that year's accomplishments. These summaries will be included in the IGL's annual report and should contain information on

- public programming by the group (including the title of the events, the names of the speakers or movie, and one-line bios for those speakers)
- on site travel or research that the group or individuals in the group conducted (including a summary of the findings, list of interviewees with brief bios, places visited, number of students participating with an overview description of the group)
- internal changes within the group (eg. adding a skills workshop or changing the format of meetings, etc.)

The annual reports should not be in chronological order but rather by category, such as public events, research, etc.

Also, high resolution photos with captions needs to be included either in the annual report or as an accompanying file.

The Annual Reports are due on the last day of finals (May 10, 2013), Spring Semester.

Other Resources

Requesting a Space (non-event related)

At the beginning of each semester, please let us know when and where your regular group meetings will take place. If you need a space for these, we will be happy to help you secure one.

The IGL requires at least **72 hours notice** for meeting requests, either at the IGL or elsewhere on campus. Since we have such a high demand for use of space and available space is tighter this year, the earlier you let us know when you are meeting, the better chance you will have of securing a room. For more popular spaces on campus such as Sophia Gordon and Cabot Auditorium, several weeks prior notice are usually required because these spaces are often booked far in advance.

Email the Program Assistant (Lauren) to request space. She will get back to you as soon as possible to let you know if the request is possible.

Please include in your email request:

- a) Group name
- b) Date and time of meeting (and if this is a one-time meeting or will happen weekly/bi-monthly)
- c) Number of students expected
- d) Room preferences

IGL House Use

We welcome students to use the IGL as a meeting space during regular office hours. However, this will be allowed on an ad hoc basis *only* – and is up to the discretion of the IGL staff. Students will need to email their request to the Program Assistant (Lauren) at least one day beforehand (including the space, date, time, group, and purpose of the meeting). If your group would like to use IGL space between 5pm and 9am, please see Heather during regular office hours to discuss.

Anything brought into the IGL for your meeting must be taken out. Perishable food must be thrown out in the kitchen. Please leave the IGL house as you found it. Return chairs to where you found them, throw out trash before you leave, replace any books you may have used and log out of any computers. This is important since the IGL often has early morning meetings and the house needs to be presentable at all times. Please erase the whiteboard after your meeting. Anything left on the whiteboard will be erased.

There is a mailbox for each student group in the copy room (on the right side as you enter). If you choose to use one, make sure to check it regularly and remove old materials.

Use of Supplies/Resources

Computers

Student groups are welcome to use the copy room computer during normal business hours. You are welcome to use your laptop to access our wireless network or plug into any of the ethernet outlets.

There are a few general rules for use of the computers at the IGL:

- 1) Priority of computer use is given to IGL student employees doing IGL office work. You may not interrupt a student employee to use a computer (or the copier), even if it is just for a “second.” Please check with the Program Assistant if there is an urgent issue.
- 2) Log in under the student login on each computer.
 - a. User name: IGL_Students
 - b. Password: 96PackardAve

- 3) Log out after using the computer.
- 4) Save any files you create/download in a folder. If there is not a folder already designated for your group, please create one and use that only.
 - a. ANY FILES LEFT ON THE DESKTOP AND NOT IN A FOLDER WILL BE DELETED
- 5) When using external hardware, please eject everything in the correct manner (for Macs, dragging the icon to the trash and waiting until it disappears from the desktop before taking it out of the computer) – otherwise, your data may not be saved properly.
- 6) Please back up everything to a separate disk/hard drive.

Do not keep the only copy of your work on IGL computers.

- 7) Use of staff computers is prohibited unless specific permission is given.

Copiers

Copier usage is only for readings and publicity or related activities for the IGL student groups. The copier is not for personal use. Unless you have previously used it, you must be trained to use the copier. Please ask the Program Assistant for assistance. Please make sure that the copier is left the way it was found – **remove all originals from the copier and remove extra color paper from the drawers.**

Posters/table tents – With prior approval, student groups are welcome to use the copier to make fliers and table tents, but they must do this on their own time. Institute staff (including student employees) are not available to design or copy student group advertisements unless prior arrangements have been made. With the exception of Brown & Brew, on-campus dining facilities generally allow student groups to place one table tent per table. Check in with facility managers in each location to obtain approval for the table tents.

The approximate number of tables for each facility is as follows:

Carmichael Dining Hall: 80

Dewick/MacPhie Dining Hall: 130

Campus Commons/Hotung: 20 (large tables only)

Brown & Brew: table tents are not allowed on tables but several can be placed along the counter by the window facing College Ave.

No Name Café, Mugar Hall: table tents not allowed

Note: red and pink table tents are not allowed in any dining facility.

Should you need large quantities of colored paper or card stock, please make sure to request these in advance with the Institute Administrator. Should you need the copier for an extended period of time throughout the semester (copying for a student-run class or a series of meetings), please plan accordingly with the Program Assistant. There will be many instances in which the copiers will be in use for copying EPIIC and Inquiry class readings.

Printer

You may use the printers for IGL-related printing. This includes research and submission for the EPIIC and Inquiry classes and all IGL student groups. Personal use of IGL printers is not allowed without permission. Please seek approval if you have any questions. Do not print onto colored paper. Please print what you need on white paper and then copy it.

Phone

Generally, the IGL can facilitate local, long distance, and international calling from within the office, but there is no calling card available to help students and student groups make calls from other facilities. If you want to use the IGL phones to make long distance calls, you should coordinate in advance with IGL staff and the person you are calling to schedule the call during normal office hours. If you want to make a call outside of normal business hours (9am-5pm), you'll need to find out if any IGL staff members will be in the office at that time. Particularly if you need to make after-hours calls, we will need as much advance notice as possible. Please contact the Program Assistant if you have any questions.