

Department Resources - Instructional & Laboratory Services - Instructional: BAG 330 Study Center

CHEMISTRY STUDY CENTER: The Chemistry Study Center, located in Bagley 330:

The Chemistry Study Center (CSC) is used to support Chemistry undergraduate instruction at the 100 level (part of technology fee). The CSC is managed by the Director of Instructional and Laboratory Services (Bag 294, 3-8183). The schedule for the CSC is M-TH 9-6, F 9-2. The CSC has computers and a printer available for student use, including Internet access. These machines are available for use during normal operating hours of the Study Center. Individual user names are neither required nor assigned on these computers. Permanent user files storage is not allowed. These machines are equipped with "Zip" removable disc drives that can be used to store user files.

Four TA lines are assigned to the CSC each quarter. Scheduling is such that one TA is present at all times, and is considered the manager of the CSC during their tutoring hours. In addition, undergraduate tutors are hired to work in the CSC within the specific budget criteria dedicated to the CSC. These hourly employees are scheduled to support the CSC during busy times, when one or two TAs cannot manage the number of student requests.

Students needing tutor help sign in on the log sheet, providing their name, their course, and the time they have requested the help. Tutors will help the students in the order on the log, and sign the date with their name and the time they assisted the student.

TAs may hold their office hours in the CSC if they are supporting one of the first year courses. Their students need not use the log sheet.

The CSC is the Department repository for student work; the work is in a closed cabinet accessible to the tutors for return to the student. After one quarter the student work is sent to University Records for shredding.