

A PRACTICAL GUIDE

For the

Biology

Department

www.LAVC.edu/Biology

Welcome to our Department!

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FORMS, LISTS AND LINKS

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BASIC INFORMATION

Useful Biology Department Contact Information

Sara Huang, Chair	818-947-2877	huangss@lavc.edu
Chana Held, Secretary	818-947-2514	heldcl@lavc.edu
Enrique Aniceto, Technician	818-947-2979	anicete@lavc.edu
Albina De Santiago, Technician	818-947-2876 818-947-2519	desantam@lavc.edu
Lori Hess, Technician	818-947-2876	hessld@lavc.edu

Useful Campus Contact Information

Sheriff's Department	818-947-2911	
IT Help Desk	818-947-2489	
Reprographic Services	818-947-2401	Reprographic Services
	Please read Reprographic Services	
LAVC Bookstore	818-947-2313	
Hours:	Mon-Thurs: 7:30am-7:00pm, Fri: 7:30am-1:00pm	
Extended hours are posted on the Website:	www.lavcbookstore.com	
Bruce Main, Payroll	818-947-2752	mainbg@lavc.edu
Reporting Absence:		
Daytime:	818-947-2326	
After hours:	818-947-2600	
And to Sara:	818-947-2877	huangss@lavc.edu
And to Chana:	818-947-2514	heldcl@lavc.edu

Contact Chana for the following services:

- ~ to reserve a classroom or conference room
- ~ to request office materials
- ~ to order instructional materials
- ~ to make a key request
- ~ to report Filed Trip Location
- ~ to send small package of outgoing mail or Repro Orders to Admin

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IMPORTANT CHECKLIST ITEMS

Please use the following checklist to follow department procedures and to ensure a smooth semester. The secretary tries to anticipate your needs for keys, parking permits, etc., but if you require assistance, please contact Chana at 2514, or heldcl@lavc.edu.

Before the Semester Begins . . .

Syllabus

- ~SLOs
- ~Dates of all field trips
- ~Campus/department policies

Purchase Requests to Your Lab Tech

- ~ Send lab prep sheets and instructions to your lab tech
- Call Jonda x2718 to find out status of your books
- Charge/recharge your Repro card

First Week of Class . . .

- E-mail copies of syllabi to Chana at heldcl@lavc.edu
- One Yellow Instructor Card goes to Chana or her mailbox
- One Yellow Instructor Card is posted outside your office

During the Semester. . .

- Textbook Ordering:** Cc Chana when placing order with Jonda – include ISBNs for next semester
- Field Trips:**
 - Take Student Field Trip Authorization Forms with you on the trip in case of emergency
 - JoAnn Handt receives Field Trip Authorization Form and student class list **two weeks** before scheduled trip
 - Give Chana trip information and cell phone no. when possible

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ADDITIONAL DEPARTMENTAL POLICIES

- No food or drink in the classroom.
- Chairs cannot be moved from room to room.
- Make sure your classroom will be secured when you leave (either locked or under supervision of a lab tech.)
- AHS Backyard is strictly off-limits to students. Unless students are attended by a faculty member, they are not permitted in the backyard.
- Please do not store personal stuff in classroom, lab room or lab preparation area
- Ask the students to clean after themselves after each lab and place microscope in the correct location and under correct setting.
- Turn off the demonstration microscopes.
- While we vigorously enforce safety rules, we do not have the budget to supply students with gloves, lab coats and chemical goggles (we do have UV goggles for Biotechnology class).

Use of Prep Room Materials

If you need to “borrow” materials from the prep rooms, please adhere to the following plan:

- Consult a technician. At a minimum, leave a note.
- Return items to the same location from which you removed them. This includes slides, riker mounts, models, tools, posters, etc. Even if you have removed them from a different floor than you normally teach, please re-trace your steps to get the items back to the place they originated.
- Please do not add department materials to a “personal collection” of instructional materials. In fact, please return such items that have become lost back to a technician for restocking to the correct location.

Checking Out AV Materials

The Department has established a modified library system for checking out AV items. Please follow these procedures established by department consensus:

- E-mail Chana with your request 24 hours before it is needed. If you can't give 24 hours' notice, Chana will do her best to fill your order, but an e-mail with the exact title of the requested item(s) is essential.
- Chana will place the item in the top drawer of the file cabinet outside of Sara and Larry's offices.
- Return the item to that drawer the same day you use it or make alternate plans with Chana.

Checking Out Print Materials

We now have a lending library with print materials: a few textbooks, a map, and many, many field books on California's plants, insects, and sea animals. Please click here for titles. The initial procedures (subject to change) for borrowing these items are:

- E-mail Chana with your request or if you want to browse.
- Chana will place the item in the top drawer of the file cabinet outside of Sara and Larry's offices.
- Return the item to that drawer within one week of borrowing it or make alternate plans with Chana.

Lab Technicians and Off-Campus Field Trips

A Lab Technician may submit to the Department Chair a request to accompany a faculty member (functional supervisor) on an off-campus field trip. The chair will consider approval based on the following conditions:

1. The technician gives the department chair, his/her functional supervisors and his/her coworker(s) at least two weeks' notice.
2. The technician completes all her/her primary duties before leaving.
3. The technician completes his/her secondary duties such as helping other lab technician(s) with other classes, signs and receives lab materials and feed animals.
4. The functional supervisor of the field trip MUST complete the Field Trip Authorization Form for this technician so that he/she is covered by the college's insurance.

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ABSENCES AND SUBSTITUTES

The Office of Academic Affairs serves as the College's main source of information about faculty and classes. The following policies have been developed by the Academic Senate President, the AFT Faculty Guild Chapter president, and the college administration.

Absences:

- If you are scheduled to teach a class and are not present, you are absent.
- You are expected to report your absence to 1) the Office of Academic Affairs, 2) your department chair, and the secretary. Those phone numbers can be located by clicking [here](#).
- If you arrange a field trip, both a Field Trip Authorization Form and Student Excursion Form need to be completed a minimum of two weeks before the field trip. Ask the secretary for copies of each or download them at http://www.lavc.edu/biology/Faculty_Information.htm. To submit forms electronically, send the completed Field Trip Authorization Form with Student Roster to: JoAnn Handt (handtj@lavc.edu) in Academic Affairs and cc Chana. To submit forms manually, turn in your Forms to JoAnn Handt (AHS 102) or to Chana's Outbox.
- To report a field trip excursion, please call the department secretary at 818-947-2514.
- You officially report your absence by filling out an absence certification form, (which is placed in your mailbox in response to your phone call) before your next class by the Payroll Office or Academic Affairs.
- Each absence is recorded according to one of three categories: 1) Illness or Personal Emergency; 2) Conference Attendance – forms must be filed before you leave; 3) Unpaid – for personal, non-business reasons.

Substitutes:

The college will not pay for substitutes for the first day of absence if the class meets twice a week but will do so starting with the second consecutive absence. The Chair will assist with arrangements for your missed class whenever possible, given that sufficient notice is provided.

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SYLLABUS CONSIDERATIONS

A complete syllabus should be denoted as a “Proposed Syllabus” and will contain the following:

- 1) Administrative information:
 - a. the course name, section number, semester and year
 - b. meeting times and place
 - c. Your name and contact information (LAVC information only).
Adjuncts should supply their voice mailbox numbers and check them regularly.
 - d. Your office hours and where the office hours will be held.
Please meet the minimum requirements specified by aft1251 Contract Article 13.
- 2) Materials required – textbooks, dissecting kits, drawing papers, etc.
- 3) Course description: You should try to fairly identify the course content so that it meets the approved course outline, i.e., include a course content schedule by day or week. Provide information on assignments, such as reading, and clearly identify the dates of exams. Please let your students know they may be dropped at the end of two weeks if they have failed to complete the course prerequisites. Getting into your course by any means that circumvent the pre-requisite is a type of academic dishonesty.
- 4) Grading policy: Usually, each instructor decides on the grading policy for a class, but check with your department chair about whether there are also standard requirements for the courses you are teaching. It is a good idea to explain in your syllabus how many exams will be given, topics covered on each exam, how many points and how the final grade is determined. You may not use the wording “attendance” as part of the grade; however, you may use the category of “class participation”. Clearly state the date of the final exam and the criteria you will use to determine the final course grade.
- 5) Rules of conduct. Most instructors include reminders about prohibited activities such as no eating or drinking in class, attendance requirements (and resulting disciplinary actions for attendance problems), no cell phones or pagers, no young children, etc. Make sure to reference the College’s “General Policies” as specified in the Schedule of Classes.
- 6) Academic dishonesty. It is required to include a statement regarding cheating and student conduct. Cite College policy that violators are subject to disciplinary action.

- 7) Include specific items of information such as:
- Emphasize the College policy on smoking
 - State the SLOs for the class
SLOs are attached in Section VIII of the outline though ECD.
<http://www.lavc.edu/vccc/courseoutlines.html>
 - Identify the date of the field trips if they will occur. When there is a substantial cost to a field trip, it should not be required or an alternate free (almost free/free admission) should be allowed to be substituted.

8) Student responsibility to withdraw: Inform the students of their responsibility to withdraw from the course. However, keep in mind that if you want to retain the right to EXCLUDE students later in the course, you are required to take roll every class or else you have no proof that the student should be excluded. If you don't like taking roll, let the student retain the responsibility to drop the class if they no longer wish to attend.

9) Accommodations based on ADA or religion: The students should inform you in writing within the first two weeks of the semester so that you have time to make adjustments or arrangements to comply. Without prior notification and sufficient time to make an adjustment, you are not obligated to make accommodations. For more information, see [Reasonable Accommodations](#).

10) Makeup exams: You are not required to give makeup exams; you may give INCs for specific reasons. See the department chair for details.

12) Tape recording lectures. If you have a specific policy regarding recording lectures, you should state it.

- 13) College policies:
- No Audits. Priority goes to students taking a class for credit.
 - Enrolled students who fail to attend the first class meeting, forfeit their right to a place in the class (instructor may consider special circumstances).
 - Use the Wait list before taking and "walk-ins". You may use any criteria for the selection of walk-ins to be added to the class. (Number of previous science courses or grades).

14) 📧 Please notice: When you have completed your syllabus, you **must** send an electronic copy to the secretary at heldcl@lavc.edu no later than the second week of school.

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FAQS REGARDING STUDENT ATTENDANCE AND CLASSROOM POLICIES

How do I take attendance?

Before class begins, you must download your roster from the Internet. Instructions on how to do this may be found [here](#). If the class is full, you will also receive a waiting list (you may download it from "Access Roster" if it is not provided.)

How often do I take attendance?

You should download a roster known as the census roster. It will clearly tell you dates during which you must take attendance (usually the first two weeks.) You are then expected to turn that roster in to Admin.

How many students may I add?

Our average lab class size is 36 with the exception of Biology 6, Biology 33 and Biology 185. The number will vary depending on the class. Check with your department chair, Sara Huang, x2877.

Who may I drop from my class?

Students who have preregistered for a class and who do not attend the first meeting of the class, **forfeit their right** to a place in the class (please see 'Attendance Regulations' in the LAVC catalog under 'Academic Policy'.) Special circumstances may be considered by the instructor.

What is and is not allowed in the classroom?

Firm guidelines are defined by the department chair. Generally, food and beverages are not allowed in class, nor is the use of pagers and cell phones.

What is the policy on cheating?

This is treated in greater detail under [Syllabus](#).

What is the policy on smoking?

The entire AHS Center is prohibited to smokers. The law further specifies that no one may smoke within 20 feet of a building entrance. For example, a smoker would have to go all the way to the curb on Ethel Avenue to avoid the entrance to Nursing. Please enforce our No Smoking Policy at all times.

What is the policy on sexual harassment?

The LACCD has a sexual harassment policy. A summary of this policy is printed in the college catalog. All staff and faculty are encouraged to read and understand this policy that protects both faculty and students. If you feel there is potential problem brewing consult the department chair immediately.

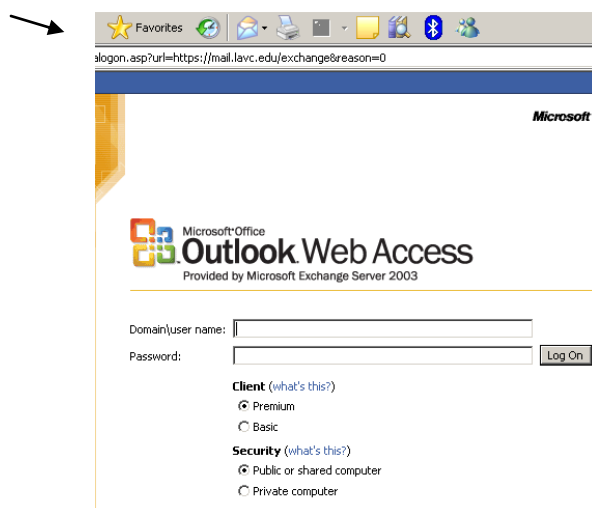
What is the

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HOW TO ACCESS LAVC E-MAIL AT HOME

1. Navigate to the LAVC Website.
2. Click on “For Faculty and Staff”. Scroll down a bit and on the right-hand side, locate the heading, “E-Mail/Telephone/Information Technology”
3. Click on the third bullet down - “E-mail Access (Outlook)”.

You will see the screen below.



1. Click on the star icon for “Favorites”. A task pane opens on the left.
2. Click on the word “Add”. A box opens for you to name the page. I suggest ‘LAVC E-mail’. Then click on ‘OK’.
3. Right click on the new name and a menu opens. Click on ‘Send to’ and choose ‘Desktop’.

When you double-click on the LAVC icon on your desktop, it will take you to the **Outlook Web Access** page pictured above. With this short cut, it is hoped everyone will be encouraged to check their lavc.edu e-mail frequently.

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HOW TO ACCESS CLASS ROSTERS

1. Double click on Internet Explorer. The home page is LAVC's Website.
2. Click on **FOR FACULTY & STAFF** in the middle of the page.
3. Scroll down until you see the heading "Faculty Resources".
4. Click on Access Class Rosters. (See illustration below).

Faculty Resources

- [Academic Rank Policy \(DOC\)](#)
- [Accommodating Students With Disabilities \(PDF\)](#)
- [AFT 1521 Website](#)
- • [Access Class Rosters](#)
- [Assign Grades Online](#)

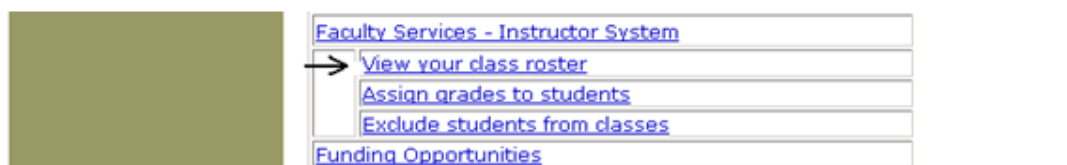
- [College Bulletin](#)
- [LAVC News & Events](#)
- [PR Request Form](#)

Payroll / Personnel Forms

The link will take you to the LACCD Website.



Scroll down under **Service, Department, or Topic**, until you see the cluster below:



Click on "View you class roster", and you will be asked to Login using your ID and password:

Instructor Login

User ID:
Password:

Please notice that below 'View your class roster', it says 'Assign grades to students' and Exclude students from classes. Here you can accomplish those tasks online.

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How to Use the Presentation System in AHS Building

Please turn off the System and Projector buttons after you finish using it.
Each projector bulb costs \$500+tax+shipping.

Example: to Use a PowerPoint presentation

1. Turn on the desk top computer inside the cabinet.
2. Use your instructor ID to log on.
3. Open your PPT.
4. On the White Control Panel on the wall, turn on System.



5. Turn on projector power by pushing PROJ.



6. Push the button for Laptop or DeskPC depending on what you are using.
7. The other buttons help you navigate or adjust volume.

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HOW TO USE THE ELMO

In the Anatomy Lab Room

1. Attach power cord to the back of the machine. The plug should go into **DC IN 12V**.
2. Plug the machine into the wall (desk outlet not working).
3. Hook it up like a laptop with the cord under the instructor desk on the loop. This plug goes into the **RGB out** on the back of the machine.
4. On the wall hit System, projector, laptop and then turn on ELMO.
5. Should see image sitting on ELMO come up on the screen.

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REPROGRAPHIC SERVICES

ATTENTION: Please help our department save money by using the Reprographic Services [electronically](#).

Hours:	Monday – Thursday	7:00am – 8:25pm
	Friday	7:00am – 3:25pm
	Saturday and Sunday	Closed

SELF SERVICE

Positives: Single- or double-sided copies; Enlargements and Reductions; Letter, Legal & 11x17 size paper; Collating; Collating & Stapling.

Negatives: First come, first served; Limited to the number of copies left on your card. FIVE cents per page (ouch!)

PROFESSIONAL SERVICES

Positives: All the positives listed above as well as Additional services: Cardstock paper; Drilling; Cutting; Padding, Stitching; Spiral Binding; 2-part & 3-part NCR paper

Best of All: Only **ONE** cent per copy per page – NOT per side.

- 1) Fill out a 'Work Request' form available at the front counter.
- 2) Allow 3 or more working days for reproduction (24 hours for exams).
- 3) Notification of work completion will be placed in department mailbox

ELECTRONIC SERVICES

Positives: You only need to go to Admin once to pick up your copies; your tests and assignments are more protected from 'onlookers'

HOW TO:

- 1) From your LAVC e-mail account, go to <http://lavc.edu/Reprographics>.
- 2) Download the Reprographics Work Request form and fill out all sections of the form *completely*. (It is identical to the hard copy form)
- 3) E-mail the form as an attachment to reprographics@lavc.edu along with your masters to be reproduced. Notice of completed work will be placed in your mailbox.

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REASONABLE ACCOMMODATIONS FOR RELIGIOUS OBSERVANCE

In a memo dated October 28, 2004 to the Departmental Council, Kathryn Divine, Compliance Officer, lists the key issues related Reasonable Accommodations for Religious Observance:

1. Federal laws require religious accommodations
2. Instructors may require advance notice of requests for accommodations in the syllabus
3. Verification of religious observance may be requested. (For example, an Instructor may ask a student for a letter from a pastor, rabbi, minister, etc.)
4. Absence for religious observance shall not impact the student's participation grade.
5. Accommodations may include giving students an opportunity to make up a test of other assignment, or rescheduling a test for the entire class.

If these issues are not clear, or you have specific questions, please contact the chair of the department at x2520.

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BIOLOGY 3 COORDINATOR DUTIES

Biology 3 coordinator:

- Chair of Biology 3 committee and lead instructor.
- Works with lab technicians to purchase supplies for Biology 3 labs.
- Schedules lab activities.
- Helps (for non-probationary faculty) department chair to evaluate Biology 3 instructors.
- Serves as the Chief-editor for Biology 3 lab book.

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ROOM IDENTIFICATION AND PHONE NUMBERS

First Floor Lab Wing			Second Floor Office Wing			
AHS #	Description	Phone	AHS #	Description	Phone	
132	Museum	x5861	203	Bigelow	x8327	bigelorh@lavc.edu
151	Intro Biology Lab 1	x4320	203	Havenhill	X8410	havenhrd@lavc.edu
152	Enviro Sci Lab Class	x4316	204	Frantz	x2748	frantzjc@lavc.edu
153	Intro Biology Prep	x2979	205	Krauss	x2311	krausswt@lavc.edu
154	Marine & Env Sci Prep	x5865	206	Polasek	x2882	polaselm@lavc.edu
155	Intro Biology Lab 2	x4319	207	Hoyer	x2518	hoyerp@lavc.edu
156	Marine Sci Lab	x4318	208	Withers	x8420	witherrr@lavc.edu
Second Floor Lab Wing			209	Bakhtiari	x8349	bakhtis@lavc.edu
AHS #	Description	Phone	209	Arora	x8012	aroracp@lavc.edu
230	Tutor Lab Storage	x2516	209	Miller		millerbs@lavc.edu
232	Tutor Lab & Std Mtg	x4324	215	Byrd-Williams	x2880	byrdwipb@lavc.edu
238	Computer Lab	x4326	216	Brockmann	x5875	brockmeh@lavc.edu
239	Anat/Physio 1	x4334	217	Lonquich	x8152	lonquipd@lavc.edu
240	Life Sci Stockrm	x2879	217	Houghton	x8414	houghtjl@lavc.edu
241	Anat/Physio Prep	x2628	218	Baldwin	x5877	baldwisl@lavc.edu
243	Anat/Physio 2	x4332	219	Green-Marroquin	x2878	greenmbl@lavc.edu
245	Anat Prep	x2635	220	Gagne	x8364	gagneca@lavc.edu
246	Bio Main Stockrm	x2876	220	Mokhnatkina		mokhnaa@lavc.edu
247	Anatomy lab	x4331	221	Le	x8443	lemk@lavc.edu
248	Bio Majors Lab	x4327	221	Mora-Garcia	x8178	moragap@lavc.edu
249	Bio 6/Bio Tech Prep	x4330	222	Kovnat	x2881	kovnatgd@lavc.edu
250	Microbio Prep	x2519	223	Roy	x2520	royke@lavc.edu
251	BioTech/Bio Majors lab	x4329	226	Nakamura	x2883	nakamult@lavc.edu
252	Microbio Lab	x4328	227	Huang	x2877	huangss@lavc.edu

Key Decoder

Room	Key	Room	Key
AHS 148 – Large Seminar	ckc33	AHS 150 – Small Seminar	ckc33
AHS 210 – Large Conference Rm	ckc33	AHS 225 – Workroom	ckc33
AHS 151 – Bio 3 Lab 1	bka1	AHS 155 – Bio 3 Lab 2	bka2
AHS 153 - Bio 3 Lab Prep	bka1/2	AHS 152 - Env. Sci. Class	cka1
AHS 154 - Marine & Env. Sci. Prep	cka1	AHS 156 – Marine Sci.	cka1
AHS 230 – Tutor Lab Storage	ckc33	AHS 232 – Tutor Lab Student	ckc33
AHS 239 – Anat/Physio 1	bka3	AHS 241 – Anat/Physio Prep	bka3/4
AHS 243 – Anat/Physio 2	bka4	AHS 245 – Anat Prep	bka4/5
AHS 247 – Anatomy Lab	bka5	AHS 248 – Bio 7	bka8
AHS 250 – Microbio Prep	bka7/8	Bio 6/Bio Tech	bka8
AHS 252 – Microbiology Lab	bka7		

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GENERAL GUIDELINES FOR CONDUCTING BUSINESS WITH THE BIOLOGY SECRETARY

A department secretary is for department business, and not for any one instructor's individual needs. Exceptions are noted below.

A department secretary does not have instructional duties such as those covered by faculty contract or those that a lab tech might be expected to do.

This secretary works best if your requests and messages are given to her in writing –preferably electronically.

Please answer the secretary's requests for information promptly – within 1-2 days – limiting the need for reminders.

Your suggestions and questions regarding the department secretary's given tasks are appreciated and are taken seriously. Please direct all comments and/or suggestions to the department chair for consideration.

Specific Duties of the Biology Secretary

Assist Chair

- Prepare evaluation forms for faculty and prepare student evaluation packets
- Collect and maintain copies of instructor syllabi and schedule cards/information
- Collect and maintain records of books ordered by full-time instructor each semester
- Maintain records of meetings for 185 courses
- Set up appointments for chair as needed such as interview schedule with prospective part-time instructors
- Assist new instructors, show them around campus, go to personnel, and obtain parking permits, e-mail accounts, and voicemail accounts and all key requests
- Keep records on instructors' locations when sick or on field trips
- Fill out, scan, and bring to Admin Key Request Forms
- Compose and/or proofread reports, letters, and other material on behalf of department
- Maintain office files, forms, correspondence, manuals, etc.
- Assist in budget preparation by compiling information
- Other duties as assigned by chair

Provide Faculty Services

- Send e-mail reminders for Department Meetings, take minutes at meetings and type the minutes
- Post messages for instructors on classroom doors due to lateness (for illness instructors must call Academic Affairs)
- Be a point of contact for the part time instructors
- Pick up mail in mailroom and distribute mail to faculty
- Take up light-weight mail for instructors to Admin (this includes non-emergency repro orders, Absence Certification Requests, etc. but personal mail is not encouraged)
- Distribute Add Cards, Incomplete Grade Cards, In lieu-Of Grade Cards, Exclusion Cards to faculty members in person
- Input general Work and Service Orders and follow up on them as directed by chair
- Call Plant Facilities for appropriate action
- Order textbooks for Adjuncts
- Order desk copies and manuals when requested by adjuncts
- Room Scheduling and posting signs outside classroom on day it is reserved
- AV cataloging and check-out system

Reserved book cataloging and check-out system
Check out binoculars and other department owned items

Provide General Services

Answer telephone, return calls, and take messages
Each semester put together a handout of department courses as found in the
Schedule of Classes
Provide a schedule of room use each semester available in the workroom
Type a list of classes taught by each instructor, post instructor schedules and office
hours (student drop in hours)
Periodically distribute a current list of department-related contact numbers
Take office-related inventory and order Office Depot supplies for department
Update Department Handbook
Sign for Departmental packages
Keep current with the Bulletin Boards

Provide Student Services

Assist students with questions, directions, instructors' office hours, textbooks, etc.
Assist students on use and completion of Prerequisite/Co-requisite Challenge
Forms

Other duties: must stay current with Microsoft programs, grammar, and other tasks assigned by the
chair

Additional Responsibilities Permitted to Chana

Type Biology Orders on SAP and track them through payment. This includes:
Checking Purchase Requests for accuracy, price quote numbers and freight
Checking packing slips against Orders to ensure arrival of all items
Contacting Vendors when items are missing or over-supplied
Coordinating back-orders with lab techs to ensure timely arrival of materials
Check SAP for payment of Orders once completed. Work with Leanne (and Vendors) to resolve
inaccurate invoices or charges.
Classified Staff Development Committee and subcommittees
Preparing All Students for Success Committee and subcommittees

Things that the secretary is Not Allowed to do

Cannot supervise tutoring lab; this includes opening door in lieu of instructor
Open classrooms for students in lieu of instructor, director or facilitator; this includes instructors who are
delayed for any reason
Find or arrange for delivery of misdirected packages ordered by instructors
Proctor exams or make-up exams for instructors
Type personal correspondence, letters of recommendation, or exams for instructors
Specific lab tech duties
Go to reprographics to make copies on the spot

Things that the secretary is not responsible for

Clean up kitchen, microwave, refrigerator, floor, or table
Dust or vacuum hallway or reception areas

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GENERAL GUIDELINES FOR CONDUCTING BUSINESS WITH THE BIOLOGY LAB TECHNICIANS

A life sciences laboratory technician applies knowledge of the biological sciences and scientific laboratory procedures and techniques in performing a broad range of duties related to the day-to-day operations of biological laboratories, which includes the preparation of media, supplies, materials, and equipment; maintenance of equipment and facilities; storekeeping functions, and proper and safe use of equipment and materials.

Specific Duties of the Life Sciences Laboratory Technician

Overall

Oversees the use of one or more life science laboratories by students, faculty, and staff
Instructs student workers individually in the proper and safe use and operation of a variety of equipment and tools and orients students to established policies within the instructional laboratory
Prepares and dispenses various media, cultures, solutions, and stains.
Cares for live specimens including birds, fish, and plant life
Disposes chemicals and dissecting specimens per MSDS standards.
Assembles supplies and constructs apparatus; set ups and may assist in conducting classroom experiments and demonstrations
May assist instructional staff in writing instructions and designing apparatus for specialized experiments
May assist in the set up of lab exams (putting out microscopes, gathering needed materials)
May provide training and work direction to student employees
Performs related duties as assigned
Prepares labs according to instructor's prep sheet
Communicates with instructors about lab preparation related issues

Laboratory maintenance

Ensures the return of all solutions and chemicals used in laboratory exercises
Issues and receives materials and equipment for student use in laboratory and classroom assignments, keeps records and effects the return of supplies and equipment checked out to students
Operates, maintains, and makes minor adjustments and repairs on laboratory equipment such as microscopes and balances
Washes and sterilizes laboratory glassware

Inventory control and Ordering

Maintains inventory records of supplies, equipment, and specimens and prepares requisitions as needed
Dates all incoming reagents with received date to monitor shelf life
Stores supplies and equipment, and keeps storerooms and working areas orderly and clean

Things that the Laboratory Technician is Not Allowed to do

Cannot supervise tutoring lab; this includes opening door in lieu of instructor
Open classrooms for students in lieu of instructor, director or facilitator; this includes instructors who are delayed for any reason
Proctor exams or make-up exams for instructors
Cannot select materials that will be used in lab exams, including slides
Cannot focus microscope slides and point to structures for lab exams
Will not have access to any exam materials
Any duties performed by the secretary

Things that the Lab Technician is not responsible for

Go to reprographics to make copies of instructional material (lab handouts)

Purchasing materials that cannot be purchased through approved district vendors. This includes potatoes, onions, carrots, lettuce, eggs, milk, and any other items that can be purchased at a grocery store. These should be provided by instructors

Supervising or teaching students during laboratory time

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BIOLOGY DEPARTMENT FACULTY FEEDBACK FORM FOR LAB TECHNICIAN

Please return this form to Sara at the end of each semester.

	Agree	Disagree	Additional Comments
1. My purchase order was processed in a timely manner.			
2. The lab technician communicated to me about changes made on my purchase order such as double injections changed to single injection at least one week ahead of my lab time.			
3. My labs were prepared correctly and precisely according to my lab preparation request			
4. The lab tech is present during his/her posted working hours.			
5. The lab tech informed me correctly about his/her whereabouts on his/her white message board			
6. The lab tech has been very helpful and respectful to me.			

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BIOLOGY DEPARTMENT FACULTY FEEDBACK FORM FOR DEPARTMENT SECRETARY

Please return this form to Sara one time per semester if there is anything to report.

	Agree	Disagree	Comments:
1. The department secretary communicated to me about changes made on my purchase order such as presentation remote was not purchased due to budget cuts.			
2. My audio/visual requests were prepared correctly and precisely.			
3. The secretary was present during her posted working hours.			
4. The secretary informed me correctly about her whereabouts on her white message board.			
5. I have received my mail from the Administration building.			
6. The secretary has taken up my light mail to Administration.			
7. The secretary has helped me with my book orders.			
8. The secretary posted messages outside my classroom door when asked to do so.			
9. The secretary ordered desk copies and manuals when requested (Adjuncts only.)			
10. The secretary has been very helpful and respectful to me.			

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LAB TECHNICIAN FEEDBACK FORM FOR INSTRUCTORS

Information About You

Job Classification:

- Lead technician
 Support Technician

Discipline:

- | | |
|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Anatomy | <input type="checkbox"/> Biology 22 |
| <input type="checkbox"/> Biology 3 | <input type="checkbox"/> Biology 40 |
| <input type="checkbox"/> Biology 3H | <input type="checkbox"/> Biology 185 |
| <input type="checkbox"/> Biology 6 | <input type="checkbox"/> Microbiology |
| <input type="checkbox"/> Biology 7 | <input type="checkbox"/> Physiology |

Faculty member:

- | | |
|----------------------------------------------|---------------------------------------|
| <input type="checkbox"/> Baldwin, S. | <input type="checkbox"/> Huang, S. |
| <input type="checkbox"/> Brockmann, E. | <input type="checkbox"/> Hoyer, P. |
| <input type="checkbox"/> Byrd-Williams, P. | <input type="checkbox"/> Kovnat, G. |
| <input type="checkbox"/> Frantz, J. | <input type="checkbox"/> Nakamura, L. |
| <input type="checkbox"/> Green-Marroquin, B. | <input type="checkbox"/> Polasek, L. |
| <input type="checkbox"/> Adjunct faculty | |

FEEDBACK ABOUT YOUR FUNCTIONAL SUPERVISOR

IF MARKING DIASGREE PLEASE PROVIDE A COMMENT

My Supervisor:	Disagree	Neither Agree Nor Disagree	Agree
1. Treats me fairly and with respect Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Asks me for my input to help make decisions Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Allows me to develop professionally Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

My Supervisor:	Disagree	Neither Agree Nor Disagree	Agree
4. Provides the necessary resources to perform my job Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Makes good use of my skills and abilities Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Has a clear idea of my job responsibilities Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Accepts constructive criticism Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Provides me with adequate feedback Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Is available to discuss any concerns associated with the lab Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Submits supply requests on time* Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Effectively communicates any changes in labs Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Prep sheets are concise and easy to follow Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Prep sheets include all pertinent information to the lab Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Is present to supervise their class and does not leave the technician with this duty Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Supply requests are due during final's week in preparation for the upcoming semester

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SECRETARY FEEDBACK FORM FOR INSTRUCTORS

Instructor: _____

Date(s)

Received instructor syllabus after the first two weeks of the semester	<input type="checkbox"/>	_____
Received instructor schedule card after the first two weeks of the semester	<input type="checkbox"/>	_____
Received dates of Directed Study after the first two weeks of the semester	<input type="checkbox"/>	_____
Received Field Trip Authorization and Student Roster without a two-week notice	<input type="checkbox"/>	_____
Requested secretary to open classroom to students	<input type="checkbox"/>	_____
Requested secretary to open tutoring lab	<input type="checkbox"/>	_____
Requested secretary to open classroom for student club or activity	<input type="checkbox"/>	_____
Requested secretary to handle instructional materials	<input type="checkbox"/>	_____
Requested secretary to perform lab tech tasks	<input type="checkbox"/>	_____
Does not call or e-mail secretary when absent from class	<input type="checkbox"/>	_____
Does not courtesy copy secretary when placing book orders with bookstore	<input type="checkbox"/>	_____
Does not remember to make room scheduling requests	<input type="checkbox"/>	_____
Makes problematic requests for errands regarding mail, WSO, or Plant Facilities	<input type="checkbox"/>	_____
Makes problematic requests for other types of errands	<input type="checkbox"/>	_____
Sends e-mail for an AV item request without a 24 hour advance notice	<input type="checkbox"/>	_____

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EXAMPLE: LAB SUPPLY/PREP SHEET

Requests must be typed and are due when indicated by technician.

Course Name _____ Room Number _____

Instructor _____ Date/Time _____

Title of Lab:

Groups:

Solutions		
Solution Name	Concentration	Quantity or How to Aliquot

Equipment	
Name of Equipment	Quantity

Miscellaneous		
Item	Quantity	Comments

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