Welcome to Graduate School in PSB

This is full of a bunch of information you never knew you’d want to know…
Copies?
Where, when & how…

Personal
You can use the copier located in the department office (4201 SBSG) for a limited number of personal copies. These would include copies needed for your course work or personal requirements.

TA Classwork
The Department is encouraging everyone to make as few copies as possible to conserve costs and trees. Our faculty are putting their syllabi and as many assignments as possible on the web but we realize that some copies are going to be necessary.

Class copy orders for under 1000 total copies can be done on our department copier in the front office. If the number of copies is over 1000 total copies needed for instructional use (exams, study guides, exercises, etc.) the order should be turned in to Donna. Copy Request Forms are located in the mailroom. They are easy to fill out but be sure that you always include the name of the instructor and the class number so that the copies can be charged properly. Donna can help you on the proper completion of the copy request form so you don’t end up with 500 copies of a 10 page exam instead of the 50 copies you really need. (It’s actually happened!) Be sure to allow at least 2 days for turn around. The copier can also be used as a fax machine and scanner. You can scan documents to email—this saves lots of paper. Just ask a staff member for assistance.
Textbooks

Personal

Generally your graduate classes will not require a textbook. Most faculty members will assign journal articles as reading materials and copies will either be supplied, you will be able to access them through the library online services or by some other means.

TA Desk Copies

A free copy of the text(s) used in the class you have been assigned to TA will be available from Donna. These books are for you to use during the quarter. However, these free copies are getting more difficult to get so please return it to Donna at the end of the quarter to pass on to the next TA.

Class Books

If there is a problem with the texts in the bookstore or on reserve in the library contact Donna (x4-1451), if it is a PSB course, and explain the problem to her. She will make the necessary contacts to correct the problem. If it is not a PSB course please contact the home department offering the course.

PSB Library

There are great resources available in our department library-- check out books and videos for use in courses. Please sign them out and return them when you are finished so that others can use them—no later than the end of the quarter.

The department will supply scantrons for you to use for making exam keys for use in grading class exams. The scantron machine is located in 244A in SE I and uses only Scantron Form F-158. Department staff members can provide you with a couple of forms when needed. Instructions are provided by the machine. If you have a problem with the machine please contact Social Ecology Tech Support, se.computing@uci.edu.

As much as we’d like to provide all the undergraduate students in our classes with scantrons and pencils it’s not a luxury that the department can afford. Remind your students of the importance to remember to bring scantrons and pencils to class for quizzes and exams.
Most classrooms are “smart classrooms” and contain a podium housing a PC, VHS/DVD deck, and an AMX touch-panel that controls everything from the audio/visual sources to the room lights. This equipment is maintained by Classroom and Computer Support so any problems with it should be immediately reported to x4-8833. Be sure to check with the faculty member teaching the course to find out what equipment he/she requires. You can check individual classroom descriptions at http://www.classrooms.uci.edu/smartclassrooms.html to make sure your assigned class has all the required equipment. Our department has some equipment you can check out from Donna in Room 4215 SBSG if it is not available or you need something other than what we own it can be ordered for you. If it is a PSB course Donna can place an order for you but this requires a lead time of at least 4 days. If it is a non-PSB course you should notify the home department of the course being offered.

Need a room?

If your TA assignment requires you to hold a discussion section that is not already in the Schedule of Classes or a review session you will need to reserve a room. To do so follow the instructions on the Social Ecology webpage at: http://students.soceco.uci.edu/webforms/room-request-form
Be sure to allow several days to get room reservations.

To reserve one of the PSB rooms (conference room 4323 or seminar room 4105), first check the calendar on our website for availability:

http://psb.soceco.uci.edu/pages/forms-and-resources

Email a staff member with the date, time, and purpose for using the room. Be sure to allow time for set up and clean up, especially if you plan to have food. The rooms are both equipped with built in projectors. If you need a laptop or other equipment, reserve them with Donna. If you need assistance using the equipment, just ask a staff member.
Class Information

- **WebRosters** – ([http://webster.reg.uci.edu/cgi/WebRoster](http://webster.reg.uci.edu/cgi/WebRoster)) Your instructor will have automatic access to electronic rosters. They may also give you authority to gain access to rosters by contacting Tiffany Novak (check out VIP listing for contact information).
- **Websites for classes** – The Electronic Educational Environment, or “EEE” provides a suite of web-based course management tools. The class instructor can give you access if they would like you to take care of setting up the website for the class. ([http://eee.uci.edu/start/instructor/](http://eee.uci.edu/start/instructor/)).

Office Hours

You will be required to hold at least one office hour per week for the class you are a TA. You may choose where you would like to hold this time. Many students use their lab space, with permission from their Advisor. Some have chosen to hold them at a nearby eatery or student center. The department has a room available (4101 SBSG) that can be reserved for the quarter. Donna will keep the calendar for this room so once you and the instructor have decided on when, be sure to check with Donna on the room availability and reserve that time for the quarter. All graduate students are entitled to use this room so please be aware that it is a shared space and do not leave any personal items in the room or on the computer’s hard drive.

Disability Services

The campus has a very helpful Disability Services office that is available for students to arrange to get assistance with note taking, readers, exam proctoring, and a number of other services. If any of the undergraduate students in your class request to have a quiet place or a longer time period to take an exam due to a disability please refer them to the Disability Services Office in building #313 on the campus map or their website: [http://www.disability.uci.edu/](http://www.disability.uci.edu/) with faculty permission they will be allowed to take their exams under the direction of the Disability Services Office. The exam will be picked up from Donna and returned shortly after the exam is completed. Please be sure you leave Donna enough copies for these students and pick up the exams shortly after they are returned.
What do you do when the quarter is over?

Congratulate yourself! You’ve survived and hopefully without any major damage. So what do you do with all the scantrons, papers, and extra exams? If your class was a non-PSB course please ask the home department’s administration the procedure for these materials. If it was a PSB course these materials need to be kept confidentially for one year. The instructor may want to keep them in his/her office for a month or two in case a student wants to question their grade but check with them. If they don’t feel they will need access to them box all the materials up, label the box with the quarter, class, instructor’s name, and when it can be destroyed (i.e. “Destroy after Fall 2011”, for a Fall 2010 course) give the box to Donna Blue in 4215 SBSG. She will arrange to have it stored and shredded when the year is up. Hopefully your first TA experience has been a good one.

Every Monday during the quarter, 12:00 – 1:00, our weekly colloquium is scheduled in the conference room 1517 SBSG. Ilona Yim arranges for speakers from several areas of interest and all around the country or occasionally one of our own faculty or visiting researchers will give a guest lecture. Snacks are available and graciously provided by the current 2nd year cohort. Occasionally a catered lunch will be provided. The wide range of speakers provide you with information not only in your field of interest but in others as well. Attendance is mandatory and it is usually a good idea to arrive a few minutes early so you’ll have time to help yourself to a snack and take a seat.

Keys

You will be given keys to the building and mailroom and your TA Office. A key form is included to request keys to your advisor’s lab and TA office if you plan to use it. Key request forms are also available online at http://www.soceco.uci.edu/forms/ and will require your advisor’s and department signature. It takes several days to get keys but you will be notified by Rita in the Dean’s office when you can pick them up. Donna has a full set of keys to all the department’s assigned rooms and can allow you to sign them out to let yourself in until your personal set is available. Please remember to return the borrowed key right after using it. We only have one set and they are very expensive to replace.
Intranet

We have created a Graduate Student Intranet page with useful information about your academic career as well as news, announcements. You are required to log in to view the contents. The first time you try to log in, the system will verify your id and then you will be able to log in within 24 hours.

http://psb.soceco.uci.edu/intranet/psb-graduate-students-intranet-home

Graduate Student Profiles

Please create your graduate student profile for the Social Ecology website. You can log in to make changes and updates anytime. For assistance, see Ellen.

Mail

There will be a mailbox for you in the mailroom (4201 SBSG). Mail is picked up and delivered before noon daily. Personal mail should not be mailed from the dept. office. Work or class related materials do not need postage. If the mail is going off campus it should be put in the red bag on the wall to the left of the copier. If it is campus mail, put it in the green bag. The basket is only for mail going to Social Ecology offices (Dean’s office, Student Services, Business Office). FedEx and DHL services are available. Check with Donna or Toni about how to arrange for these services. You should use the mailroom address as your mailing address:

Your name
4201 SBSG
Psychology & Social Behavior
University of California
Irvine, California 92697-7085

7085 is the zot code and can be used for on-campus mail. A list of zot codes for other departments is available on line.

Welcome to Psychology and Social Behavior. You are embarking on an exciting journey in your life and we are happy that you have allowed us to be a part of it. If you ever have questions or concerns please do not hesitate to ask any staff member for assistance.