Laboratory Course Contacts List

Portions adapted from Amy Kao (2008) and edited by Jon Lillemoen, Manager, Research Health & Safety (2013)

The information below is necessary to facilitate good communication between you and your department, other GSIs, and your students.

**GENERAL CONTACTS:**
Class Lecture Location/Time:  
Your Lab Location/Time:  
Your Office Hours:  

**COURSE CONTACTS (Important for communication between GSIs)**
Instructor:  Office Number:  
Phone Number:  Email:  
Office Hours:  
GSI 1:  Office Number:  
Phone Number:  Email:  
Office Hours:  
GSI 2:  Office Number:  
Phone Number:  Email:  
Office Hours:  

**CONTACTS FOR EQUIPMENT/SUPPLIES (Important if you have a problem during laboratory)**
Contact 1/Role (During Lab Hours):  
Phone Number:  Room Number:  
Contact 2/Role (During Lab Hours):  
Phone Number:  Room Number:  
Contact 3/Role (During Lab Hours):  
Phone Number:  Room Number:  

**CONTACTS FOR SAFETY - Always Call 911 for severe trauma or shock**
Poison Information Center:  800-222-1222  
Occupational Safety and Environmental Health (OSEH):  734-647-1143  
Other departmental safety numbers:  

GSI Tip: Be sure to check that all names and numbers are correct if you inherit this list from someone else.