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
Environment, Health & Safety (EHS): ______________________________________________________ 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.