

10/1/08

2008-2009  
**IGL Student Handbook**

Institute for Global Leadership  
Tufts University  
96 Packard Avenue  
Medford, MA 02155

Ph: 617 627 3314  
Fax: 617 627 3940

[www.tuftsgloballeadership.org](http://www.tuftsgloballeadership.org)



# Table of Contents

<b>INTRODUCTION</b>	<b>3</b>
<b>MISSION</b>	<b>3</b>
<b>IGL STAFF</b>	<b>3</b>
<b>ACTIVITY PLANNING AND SUPPORT</b>	<b>4</b>
<b>PLANNING PROCESS</b>	<b>4</b>
1. PROPOSAL	4
2. LOGISTICS	5
3. APPROVAL	5
4. MEDIA	5
5. ACTIVITY	6
6. FOLLOW-UP	6
<b>COST INFORMATION (ON-CAMPUS EVENTS)</b>	<b>6</b>
FACILITIES	6
AUDIO/VISUAL	7
<b>GUEST TRAVEL</b>	<b>7</b>
<b>EVENT PUBLICITY</b>	<b>8</b>
ONLINE CALENDARS AND LISTSERVES	8
TUFTS DAILY	8
POSTERING	9
CHALKING	9
<b>STUDENT FUNDING RESOURCES</b>	<b>10</b>
<b>STUDENT GROUP DOCUMENTS</b>	<b>12</b>
<b>PROGRAM SUMMARIES</b>	<b>12</b>
<b>EVALUATIONS</b>	<b>13</b>
<b>OTHER RESOURCES</b>	<b>13</b>
<b>REQUESTING A SPACE (NON-EVENT RELATED)</b>	<b>13</b>
<b>IGL HOUSE USE</b>	<b>13</b>
<b>USE OF SUPPLIES/RESOURCES</b>	<b>14</b>
COMPUTERS	14
COPIERS	14
PRINTER	15
PHONE	16

# Introduction

This handbook is designed for students and student groups affiliated with or supported by the Institute for Global Leadership (IGL). The purpose of this handbook is to describe the most efficient and effective means of accessing resources available to students through the IGL.

## Mission

The mission of the Institute for Global Leadership at Tufts University is to prepare new generations of critical thinkers for effective and ethical leadership, ready to act as global citizens in addressing the world's most pressing problems. In 2005, IGL was designated as a university cross-school program with the objective of enhancing the interdisciplinary quality and engaged nature of a Tufts education and serving as an incubator of innovative ways to help students understand and engage difficult and compelling global issues. Due to its unique approaches and ability to create unique partnerships and juxtapositions, IGL is at the forefront of efforts that encourage "thinking beyond boundaries and acting across borders."

To meet these challenges, the Institute emphasizes rigorous academic preparation and experiential learning. Students learn through intensive engagement in classes, global research, internships, workshops, simulations and international symposia - all involving national and international students and leaders from the public and private sectors. These activities stress critical and normative thinking, written and oral communication skills, problem solving, and an interdisciplinary approach to learning. Students produce tangible outcomes to their studies through their research projects, the international forums and other significant initiatives. The experience helps stimulate intellectual curiosity and build individual self-confidence and independence, while at the same time developing analytical and practical leadership and decision-making skills

## IGL Staff

Sherman Teichman, *Director* (sherman.teichman@tufts.edu)

Heather Barry, *Associate Director* (heather.barry@tufts.edu)

Janelle Smart Fisher, *Institute Administrator* (janelle.smart@tufts.edu)

Matthew Mercier, *Web Designer/Multimedia Coordinator* (matt.mercier@tufts.edu)

Su Hamblin, *Program Coordinator* (susannah.hamblin@tufts.edu)

*Program Assistant*

# Activity Planning and Support

This process is for all students and IGL-affiliated student groups applying for IGL funding for an event or project, including research. We are excited about all the innovative projects and programming done by IGL students and groups and we are eager to support you in these efforts. We have no desire to create a static or non-responsive “bureaucracy”. Rather, to enable us to serve you best and to allow for intelligent growth, we have created some guidelines that we believe will enhance your objectives and allow us to work cooperatively. There are often many details that need to be worked out in order to successfully plan and execute these activities, so please ensure that you work closely with the IGL staff during this process.

For IGL student groups, it is important that all of your group’s programming – whether or not you need financial or logistical support – goes through the approval process. Each IGL or affiliated group represents the Institute. Consequently, the IGL needs to be sure that the events and activities organized by its various student groups reflect the IGL’s norms and sensibilities regarding content, professionalism, and perspective.

## Planning Process

### 1. Proposal

If you would like to request logistical or financial support from the IGL for an event or project, you will first need to formally submit a proposal.

For *small events* such as a film screening or discussion panel with a Tufts professor, the IGL requires **two weeks notice**. For *larger events or activities*, such as a symposium, the IGL requires at least **four weeks notice**. This is because for many events we need to work with other departments on campus, and they have their own requirements in terms of the time it takes them to order supplies and make sure that everything is ready. In addition, if your speakers are coming from out of town, travel prices tend to go up within a window of 21 days. For *international events, projects and research*, the IGL funding requests should be made at least **two months** prior to your proposed departure date.

**ACTIVITY PROPOSAL FORM**

Today's Date:  
Contact name:  
Contact phone number & email:  
Student group name, if applicable:  
Proposed date(s)/time(s) of activity:  
Desired location:

•-----•

Brief description of proposed activity:

Purpose of the activity:



Proposed budget (include itemized costs):

Other potential funding sources:

•-----•

*For on-campus events*

Event title/topic:  
Audio/Visual needs:  
Room/Supply needs:  
List of desired speakers/guests (& affiliation), if any:  
Speaker travel needs, if applicable:

 | 

To request funding for an activity, event, or project, download (from IGL website – include URL) and fill out an *Activity Proposal Form* and email to [iglstaff@elist.tufts.edu](mailto:iglstaff@elist.tufts.edu) (the file name should read “APF” followed by your group name or last name and a six

digit code for the date of submission – e.g. “APFexposure092308” or “APFsmith101308”). After you have emailed your proposal, It is your responsibility to follow up with the Director AND Associate Director (in person tends to be most effective) to get their initial feedback and tentative approval to continue with the planning process.

**Note:** Although your final arrangements may differ from your initial proposal, please be as thorough as possible in identifying your planning steps, logistical needs, and costs in the *Activity Proposal Form*. This will speed up the approval process. If you are planning an on-campus event, please review the **Cost Information** and **Event Publicity** sections in this document.

## 2. Logistics

Work with the Program Coordinator to figure out the logistics for your activity and update the *Activity Proposal Form* accordingly. When everything is in order, email the revised *Activity Proposal Form* to [iglstaff@elist.tufts.edu](mailto:iglstaff@elist.tufts.edu) (add “-R” to the original file name – e.g. “APFexposure092308-R”).

## 3. Approval

The Director and Associate Director will review your revised proposal. It is your responsibility to check with them (again, in person tends to be most effective) periodically to find out whether you have received final approval. If you have requested funding support and have received final approval for your activity, obtain a *Request for Sponsorship* form from the Director’s (Sherman’s) office and have him sign it, making sure that the sponsorship amount is noted on the form. This form must also describe the follow-up products or activities you have agreed to complete in return for sponsorship. Depending on your particular arrangement, you may not receive funding until you have completed these follow-up products. Submit the completed and signed form to the Institute Administrator (Janelle). You may also request a copy of the signed *Request for Sponsorship* form for your records.

**Request for Sponsorship from the IGL**

This form provides the information we need to make sure that you get the correct amount for your research scholarship. Research scholarships will not be processed without this form being completed and given to Janelle.

Please fill out this form and the attached W-9 form. The W-9 must have a permanent (not Tufts) address. Provide a local address if that is where you would like your check sent.

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Local address: \_\_\_\_\_

Purpose of request: \_\_\_\_\_

Commitment to IGL in return for sponsorship (attach additional information if necessary): \_\_\_\_\_

Amount approved: \_\_\_\_\_

Account (circle):  
Global Research C158250  
EPIHC C158200  
Special Programs (ALLIES, Exposure, Synaptics, NIMEP, ESI) C158400  
EMPOWER C158450

Funds distributed: FY09 \_\_\_\_\_ FY10 \_\_\_\_\_  
Immediately and in one payment? \_\_\_\_\_  
Future date / divided payment / other arrangement \_\_\_\_\_

Signature: \_\_\_\_\_

## 4. Media

If you would like your event or activity to be on the IGL calendar or if you need audio or visual documentation of your activity, event or research, meet with the Multimedia Coordinator (Matt). In addition to putting approved events on the online IGL calendar,

the Multimedia Coordinator can loan out cameras and/or audio recorders to students or student groups. If your event is on campus, you may also contact Exposure (the IGL’s photojournalism, documentary studies, and human rights student group) to request that a member of that group take photos for you. Please remember, however, that Exposure members are volunteering their time and may not always be available.

## 5. Activity

Carry out your proposed activity, event, or project.

## 6. Follow-up

Complete and submit all necessary follow-up items to the IGL, as outlined in the *Request for Sponsorship* form. If funding was approved for your activity and you have completed your follow-up responsibilities but have not yet been reimbursed, contact the Institute Administrator (Janelle). If you borrowed any equipment from the IGL, return it to the Multimedia Coordinator (Matt).

For student groups, we recommend that you make a photocopy of each completed *Activity Proposal Form* and keep them in a folder. This folder will serve as a record of your activities over the course of the year and will help you write up you prepare your group’s annual *Program Summary*. These forms may also be useful in planning future events and training new members about event capabilities and protocol.

## Cost Information (on-campus events)

If you are planning an on-campus event, the information in this section will help you create your budget.

### Facilities

Item	Unit Price	#	Total Cost
4' Tables	\$6.08		
6' Tables	\$6.08		
8' Tables	\$6.75		
36" Round Tables	\$6.08		
60" Round Tables	\$6.75		
72" Round Tables	\$9.45		
4'/6' Tablecloth	\$8		
8' Tablecloth	\$10		
Standard Folding Chairs	\$0.90		
Padded Folding Chairs	\$4.37		
*OneSource cleaning (call x7-3973)			
Delivery/Pickup Fee	\$25	1	\$25
TOTAL	n/a	n/a	

\*Necessary any time food will be served

All of the above unit costs are for daily rentals. Please keep in mind that Facilities requires an Interdepartmental Requisition (IDR) from the IGL at least two (2) weeks prior to your event. Facilities is particularly strict about this deadline and can refuse service if there is not enough lead time.

## **Audio/Visual**

Please use the following checklist to help determine your audio/visual needs for your event (Make sure to note your AV needs on the *Activity Proposal Form*).

Audio Amplification (Large or crowded rooms may require a PA system)

If you need audio services, pick one from below:

- Single presenter at podium (basic pa and mic setup by AV services)
- Panelists at a table (PA system with 3(or more) table mics and a mixer)

*Additional Option*

- Audience questions (PA system with 1 or 2 Audience mics)

Audio Recording

- Single presenter at a podium (Sign out digital recorder from IGL)
- Panelists at a table (Output from mixer is recorded by IGL Digital Recorder or one provided by AV Services)
- Audience questions (Output from mixer is recorded by IGL Digital Recorder or one provided by AV Services)

Video Recording

Planned Distribution mode

- Simple event documentation with IGL camera (mini-dv camera, using camera mic with no external audio, sign out IGL MiniDV Camera)
- Professional Video (High Quality Camera, manned by an AV tech with Audio coming from a mixer; requires PA system)

Photo Documentation

- Bring your own Camera (read the tip sheet for documenting an event)
- Sign out a camera from the IGL (read the tip sheet for documenting an event)
- Coordinate with an Exposure student to document the event (depending on availability).

## **Guest Travel**

Please check flights on [www.kayak.com](http://www.kayak.com) to come up with an estimate for the travel if someone is flying into Boston. Please note that this is only an estimate – prices can change rapidly. Generally, the more in advance you buy the ticket, the lower the price. Travel cost estimates should include a taxi ride between Logan Airport and Medford (each way is roughly \$40) and the guest's travel from their home to their local airport

and back. Typical total taxi fares range from \$150-\$200 (depending on time of arrival, traffic, etc.). Ensure that you know your guest's departure location as they may not be traveling from their home institution or mailing address.

If the guest is driving, Tufts policy is to reimburse either for gas or for mileage but not for both. Also, parking in the Dowling parking lot is \$5 (one needs to purchase a token to leave the parking lot). Please see the Program Assistant or Institute Administrator if you need tokens. The IGL Program Assistant is responsible for communicating the Tufts travel reimbursement policy to your guest. Please make sure that if your guest is traveling, you give the Program Assistant the guest's contact information so that she can confirm the reimbursement details.

## **Event Publicity**

Your group is responsible for the advertising for the event (this includes designing posters; having your posters approved before copying; copying your own posters; putting them up in the approved locations); putting the event on Tuftslife.com; and submitting the designed ad to the Tufts Daily, if this is in your budget. The Multimedia Coordinator can advise your group on media content but each group is responsible for creating its own materials.

## **Online Calendars and listserves**

- Campus online calendars ([www.tuftslife.com](http://www.tuftslife.com), [www.tufts.edu](http://www.tufts.edu), [www.fletcher.edu](http://www.fletcher.edu), [www.tuftsgloballeadership.org](http://www.tuftsgloballeadership.org))
- Email Listserves
  - International Relations Program
  - Community Health Program
  - Fletcher Listserve (email your event announcement to [fletcherevents@elist.tufts.edu](mailto:fletcherevents@elist.tufts.edu). If it is approved, they will send the announcement to the official listserve on the day of the event)
  - Tufts Student Groups (Contact the Director of Student Activities to send your announcement to the registered contacts for many of the student groups on campus. They are responsible for sending it out to their own lists)
  - IGL Student Groups (email the Program Coordinator with your announcement and the names of the groups you would like to send it to. Group Leaders will be responsible for sending the information to their group members).

## **Tufts Daily**

Ads in the Tufts Daily (must be in by 3pm two (2) days prior to the day of the publication). Email the ad (in the correct format and size) to [tuftsdailybusiness@gmail.com](mailto:tuftsdailybusiness@gmail.com) , then follow up with an Interdepartmental Requisition (IDR) from the Institute Administrator.

AD TYPE	COLUMN INCHES <sup>®</sup>	INCHES		TCU	On-Campus
		(HEIGHT x WIDTH)			
<b>A</b>	3 x 3.9"	5.9" x 3.9"		\$50	\$55
<b>B</b>	2.5 x 7.7"	4.9" x 7.7"		\$60	\$65
<b>C</b>	5 x 3.9"	10" x 3.9"		\$70	\$75
<b>D</b>	3 x 7.7"	5.9" x 7.7"		\$80	\$85
<b>E</b>	5 x 7.7"	10" x 7.7"		\$95	\$105
<b>F</b>	3.75 x 11.6"	7.5" x 11.6"		\$115	\$120
<b>FULL</b>	5 x 16"	10" x 16"		\$175	\$200
<b>BACK</b>	5 x 16"	10" x 16"		\$205	\$250

## Can't Decide? Some helpful information

- Ad Types B and C are approximately a 25% of a page
- Ad type E is approximately 50% of a page
- Ad types B, F, and FULL are approximately scaled for an 8 x 11.5 sheet of paper in portrait orientation
- Ad type E is approximately scaled for an 8 x 11.5 sheet of paper in landscape orientation
- Ad type A is approximately scaled for an 3.75 x 2.25 business card

## Postering

Each poster should include: (title; name, bio, and photo of speaker, if applicable; day, date, time, location; sponsors and co-sponsors – include the IGL; contact information at the bottom – include email, your group's website, and the IGL main phone number (617) 627-3314). People should be able to read posters from at least ten feet away while walking by. Make your poster visually appealing and communicate the critical information in as few words as possible.

Posters placed in inappropriate locations on campus will be removed at the discretion of Facilities or the Office of Student Activities and may result in a fine to the student group responsible. Please see the Poster Policy document on the Office of Student Activities website (<http://ase.tufts.edu/osa/documents/>)

## Chalking

One of the reasons the university permits the use of chalk is that it does not become a permanent part of the campus. Therefore, chalking is permissible in outdoor, public areas. Chalking is not permitted in areas inaccessible to rain, such as the walkway between the Campus Center and the bookstore or any vertical surface. There is to be no use of materials other than water-soluble chalk. When chalking, the following guidelines must be observed:

- No chalking of any kind on Matriculation Day or Commencement Day
- No chalking on any vertical surfaces or in areas inaccessible to rain
- No profanity or explicit sexual material
- No defaming of groups of slurs because of sex, race, ethnic or religious identity or sexual orientation

## Student Funding Resources

- **Dean's Undergraduate Research Fund (\$200-\$450)**  
<http://ase.tufts.edu/undergradEducation/undergradResearchFund.asp>

*Students may request funding for senior theses and for other proposals emphasizing **original research** that is **directly supervised by a Tufts faculty member**. Supplies, travel, library cards, books, photocopying, and payment of research subjects are examples of appropriate expenses. Thesis binding, the purchase of computers or other durable goods, or payment of a salary are expenses that would not normally be appropriate. The fund will support travel to a conference if the student is presenting research, but please do not ask to be reimbursed for meals. The fund will not support participation in educational programs and seminars sponsored by other institutions.*

- **Tufts Summer Scholars (\$3,500 + \$1,000)**  
<http://summerscholars.programs.tufts.edu/>

*The Tufts Summer Scholars Program is a University-wide initiative that offers research apprenticeships with faculty/clinical mentors to motivated Tufts undergraduates. The Program gives students a chance to be on the front line of discovery and scholarship at Tufts today. Each student will receive \$3,500 for full-time research that will ideally lead to a senior honors thesis. In addition, a \$1,000 grant to defray research expenses will be made available to each recipient up until the time of graduation. Faculty/clinical mentors will receive a \$1,000 research stipend.*

- **Institute for Global Leadership – Empower program (\$500-\$2500)**  
<http://www.tuftsgloballeadership.org/programs/empower>

*Within its overall focus of social entrepreneurship and poverty alleviation, EMPOWER will focus on providing an educational platform for students interested in broadening their knowledge and understanding of how social entrepreneurs are able to conceptualize, research and/or apply innovative management and organizational practices and financial tools to assist disadvantaged individuals and communities throughout the world. In other words, EMPOWER will be focused on initiatives that help the poor help themselves.*

- **Tisch Active Citizen Summer Fellowships (up to \$3,500)**  
<http://activecitizen.tufts.edu/?pid=30>

*Tisch ACS is an opportunity offered by the Tisch College of Citizenship and Public Service. Tisch College's mission is to ensure that students graduate from Tufts prepared to be committed public citizens and leaders who take an active*

role in building stronger communities and societies. Tisch ACS furthers this mission by providing financial and staff support to students engaged in this work during the summer. There are five summer options for undergraduate and graduate students.

- **Citizenship and Public Service Scholars** (for current Tisch Scholars)
  - **International**
  - **Somerville** (with one of eight local host agencies)
  - **Conference of Mayors** (internship with a mayor of a U.S. city)
  - **DC Alumni Network** (non-profit, public sector, government and political fellowships in the DC area)
- 
- **Tufts Departmental Funds (varies)**

Many Tufts academic departments have a limited amount of discretionary funds they can provide to help support student activities on campus. For more information on how to request funding from a particular department, contact the relevant Department Chair. A listing of the departments in the School of Arts & Sciences can be found at <http://as.tufts.edu> (under the “Academics” tab, click on “Departments and Programs” on the drop-down menu). A listing of the departments in the School of Engineering can be found at <http://engineering.tufts.edu> (under the “Academics” tab, click on “Departments” on the drop-down menu).

- **International Relations Department and Director’s Leadership Council (DLC)** – To request funding from the International Relations department, email your request to International Relations Program Administrator Moira Todd ([moira.todd@tufts.edu](mailto:moira.todd@tufts.edu)), including: brief description of the activity/event; requested amount; what the funding will be used for; your intended audience; and your expected number of attendees. The DLC will no longer be monetarily co-sponsoring events, but they occasionally collaborate with other campus groups on event planning and logistics. Check the International Relations website (<http://ase.tufts.edu/irl/>) for current contact information for the DLC.
- 
- **Career Services Summer Internship Grants (\$3,500)**  
<http://careers.tufts.edu/students/internships/>

Career Services provides funding for approximately 35 students for otherwise unpaid, full-time, summer internships. These grants offer AS&E students the opportunity to explore career fields and gain experience while contributing to organizations which can not afford to fund summer interns. The majority of grants are awarded to students working in the non-profit or public sectors, several are awarded to students on financial need and 4 grants are earmarked for students working in an entrepreneurial organization. Applications are due in late March. For more information, go to the website or make an appointment with a Career Counselor at 617-627-3299.

- **Fellowships and Service Opportunities**  
<http://careers.tufts.edu/students/fellowships/>

*This database offers postgraduate opportunities with nonprofits around the world. Assignments range from several months to two years and are open to new and recent graduates. Some opportunities are funded while others are volunteer-based.*

## Student Group Documents

### Program Summaries

The program summary is intended to encapsulate the purpose, goals, and accomplishments of the IGL's student groups throughout the year. The program summary is as much a tool to encourage reflection and strategic planning within the student group as it is a medium to describe the group to the outside world, other students, collaborators, and donors.

The summary has six sections for each group. The first three sections – About, Mission, Goals – provide an overview of what the group is, why it exists, and what it hopes to accomplish. The fourth section – Year in Review – summarizes each of the group's activities over the course of the academic year, while the fifth – Strategic Direction – communicates the group's plans for how it anticipates growing or changing in the next year or two in order to meet its goals. The final section – Meet the Members – lists each active group member and occasionally includes testimonials from students and others working with the groups.

Over the next several years, the Institute plans to refine the way its student groups operate to provide students with more opportunities to develop skills and knowledge they will need to be effective global leaders. By encouraging students to think through the steps of translating their group vision into reality and giving them the responsibility – with appropriate guidance – for enacting each step (e.g. articulating mission, defining strategy, fundraising, logistics, budgeting, marketing, publishing, and building partnerships), the Institute seeks to provide active student group members with a simulated real-world work experience, similar to what they might encounter in a non-profit or non-governmental organization.



It is the responsibility of each IGL student group to produce the content for each of the six sections of the annual program summary. This includes written descriptions of events as well as photos. The 2007-2008 Program Summaries, are located

under “Annual Reports” in the “Resources” section of the IGL website:  
<http://www.tuftsgloballeadership.org/resources/annual-reports>.

## Evaluations

The evaluations consist of a series of both quantitative and qualitative questions about your experiences as a member of a student group. If you are participating in a student group, you will be asked to fill out one of these evaluations at the end of each academic semester, at which time the IGL Program Coordinator will collect, compile, and summarize the evaluations. The evaluations are intended to help the IGL support your group as effectively and efficiently as possible and to provide a standardized feedback mechanism to help your group monitor its progress, needs. The IGL Program Coordinator will review the most recent set of evaluations with student group leaders in the early part of each semester to discuss strengths and identify priority areas for improvement. The evaluations can be downloaded from the “Resources” section of the IGL website: (URL)

## Other Resources

### Requesting a Space (non-event related)

At the beginning of each semester, please let us know when and where your regular group meetings will take place. If you need a space for these, we will be happy to help you secure one.

The IGL requires at least **72 hours notice** for meeting requests, either at the IGL or elsewhere on campus. Since we have such a high demand for use of space and available space is tighter this year, the earlier you let us know when you are meeting, the better chance you will have of securing a room. For more popular spaces on campus such as Sophia Gordon and Cabot Auditorium, several weeks prior notice are usually required because these spaces are often booked far in advance.

Email the Program Assistant to request space. S/he will get back to you as soon as possible to let you know if the request is possible.

Please include in your email request:

- a) Group name
- b) Date and time of meeting
- c) Number of students expected
- d) Room preferences

### IGL House Use

We welcome students to use the IGL as a meeting space during regular office hours. However, this will be allowed on an ad hoc basis *only* – and is up to the discretion of the IGL staff. Students will need to email their request to [iglstaff@elist.tufts.edu](mailto:iglstaff@elist.tufts.edu) at least one day beforehand (including the space, date, time, group, and purpose of the

meeting). If your group would like to use IGL space between 5pm and 9am, please see Heather during regular office hours to discuss.

Anything brought into the IGL for your meeting must be taken out. Perishable food must be thrown out in the kitchen (there is a black covered trashcan next to the sink). Please leave the IGL house as you found it. Return chairs to where you found them, throw out trash before you leave, replace any books you may have used and log out of any computers. This is important since the IGL often has early morning meetings and the house needs to be presentable at all times. Please erase the whiteboard after your meeting. Anything left on the whiteboard will be erased.

There is a mailbox for each student group in the copy room (on the right side as you enter). If you choose to use one, make sure to check it regularly and remove old materials.

## **Use of Supplies/Resources**

### **Computers**

Student groups are welcome to use the copy room computer during normal business hours. You are welcome to use your laptop to access our wireless network or plug into any of the ethernet outlets.

There are a few general rules for use of the computers at the IGL:

- 1) Priority of computer use is given to IGL student employees doing IGL office work. You may not interrupt a student employee to use a computer (or the copier), even if it is just for a “second.” Please check with the Institute Administrator if there is an urgent issue.
- 2) Log in under the student login on each computer.
  - a. User name: IGL\_Students
  - b. Password: 96PackardAve
- 3) Log out after using the computer.
- 4) Save any files you create/download in a folder. If there is not a folder already designated for your group, please create one and use that only.
  - a. ANY FILES LEFT ON THE DESKTOP WILL BE DELETED
- 5) When using external hardware, please eject everything in the correct manner (for Macs, dragging the icon to the trash and waiting until it disappears from the desktop before taking it out of the computer) – otherwise, your data may not be saved properly.
- 6) Please back up everything to a separate disk/hard drive. Do not keep the only copy of your work on IGL computers.
- 7) Use of staff computers is prohibited unless specific permission is given.

### **Copiers**

Copier usage is only for readings and publicity or related activities for the IGL student groups. The copier is not for personal use. Unless you have previously used it, you must be trained to use the copier. Please ask an IGL staff member for assistance.

Please make sure that the copier is left the way it was found – **remove all originals from the copier and remove extra color paper from the drawers.**

Posters/table tents – With prior approval, student groups are welcome to use the copier to make fliers and table tents, but they must do this on their own time. Institute staff (including student employees) are not available to design or copy student group advertisements unless prior arrangements have been made. With the exception of Brown & Brew, on-campus dining facilities generally allow student groups to place one table tent per table. Check in with facility managers in each location to obtain approval for the table tents.

The approximate number of tables for each facility is as follows:

*Carmichael Dining Hall:* 80

*Dewick/MacPhie Dining Hall:* 130

*Campus Commons/Hotung:* 20 (large tables only)

*Brown & Brew:* table tents are not allowed on tables but several can be placed along the counter by the window facing College Ave.

*No Name Café, Mugar Hall:* table tents not allowed

**Note: red and pink table tents are not allowed in any dining facility.**

Should you need large quantities of colored paper or card stock, please make sure to request these in advance with the Institute Administrator. Should you need the copier for an extended period of time throughout the semester (copying for a student-run class or a series of meetings), please plan accordingly with the Institute Administrator. There will be many instances in which the copiers will be in use for copying EPIIC, TILIP, and Inquiry class readings.

### **Printer**

You may use the printers for IGL-related printing. This includes research and submission for the EPIIC, TILIP and Inquiry classes and all IGL student groups. Personal use of IGL printers is not allowed without permission. Please seek approval if you have any questions. Do not print onto colored paper. Please print what you need on white paper and then copy it.

### **Photo Printer (Epson Photo 2200)**

Please respect the guidelines for using IGL photo printer. Photo paper, ink cartridges and the printer itself are expensive and require special care. By following these guidelines you will ensure that the printer is available for continued use.

- 1) You must be granted permission to use the photo printer. Please ask an IGL staff member, preferably the Associate Director or Multimedia Coordinator, at least 24 hours in advance. Prior approval is necessary because all printing supplies are locked in a secured closet and computer space at the IGL is at a premium.
- 2) Photo printer is reserved for IGL student/group use only. Special exceptions will be made on a case-by-case evaluation.

- 3) Printing documents will be handled by the Multimedia Coordinator when he is available.

### **Phone**

Generally, the IGL can facilitate local, long distance, and international calling from within the office, but there is no calling card available to help students and student groups make calls from other facilities. If you want to use the IGL phones to make long distance calls, you should coordinate in advance with IGL staff and the person you are calling to schedule the call during normal office hours. If you want to make a call outside of normal business hours (9-5), you'll need to find out if any IGL staff members will be in the office at that time. Particularly if you need to make after-hours calls, we will need as much advance notice as possible. Please contact the Program Assistant if you have any questions.