

PPPM GTF Work Environment

The work environment and materials provided to PPPM GTFs include the following:

- *Work space & telephone.* Graduate Teaching Fellows in PPPM will be assigned shared, lockable office space in Hendricks Hall. GTFs should expect to share office space, desks and equipment with up to 4 other GTFs in some rooms. GTF-shared offices contain one telephone with access to voice mail, one or more desks, and one or more computers for shared use. If the GTF will need private time to talk with students, he/she will need to coordinate office hours with other GTFs in that office. For occasional use of the fax machine or telephone for long distance calling on behalf of the faculty supervisor, the GTF may use the faculty member's long distance access code as permitted.
- *Computer access.* Computer work stations will be shared by up to 4 GTFs (the PPPM computer lab is also available for computer work). Software is available, or will be made available, that is necessary to perform his/her duties, upon request through the faculty supervisor. During GTF office hours, those GTFs have first priority on the use of the office computer/s.
- *Printing access.* All GTFs may print supervisor-assignment related work to the networked printer in room 119B. Personal printing must be done on the cash-on-ID printer in the computer lab, room 21.
- *Office supplies.* Most basic supplies that are normally ordered for the dept. will be available to GTFs as needed, upon request (such as paper clips, scissors and scotch tape, but not pens or pencils). For use of the photocopier in Room 119B on behalf of the faculty supervisor, the GTF will be assigned a copy code access number—see Zudegi. Free personal photocopies are not available unless it is something for the student's file or job applications.
- *Eating/cooking space.* A shared small kitchenette is available to all PPPM GTFs, faculty and staff in Room 26. There are strict rules posted in the kitchen about cleanliness.
- *Space heaters and small refrigerators.* There is one refrigerator in Room 26 for anyone's use—as long as students keep it clean. Users are the only people expected to clean it. Other frig units are not permitted because Hendricks Hall has only one transformer which is already overloaded from the fire security system and the many computers already in use in the building. This building was originally built as a women's dorm and the electrical capacity is small.
- *CPW GTFs.* Community Planning Workshop GTFs are assigned to Rooms 26A-D for office space and will get the office supplies they need from Julie Foster in Room 111. Each CPW GTF has their own computer.

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