

Geoscience Learning Center ([GLC](#)) Duties and Frequently Asked Questions

The GLC is a tutoring center for all students taking GEOL courses. It is located in Fleming 136 and is staffed with EAS teaching assistants (TAs).

Most TAs work 2 to 4 hours a week in the GLC, and there are 2 to 4 TAs there at any given time. Your assigned GLC shift will fit your academic and instructional schedule. The first TA to arrive should swipe their card to open the door lock. The last TA to leave at the end of the day, should swipe their card to lock the GLC for the night.

During your shift(s), you should help students with their course and lab work. Work with students to show them how to answer the questions or solve a problem, do not just give them answers. Most questions from students in introductory courses can be answered by any TA, however it may be necessary to find additional help when students have questions for their upper-level courses. In this case, seek out another TA in the GLC or consult the GLC schedule to advise the student when a TA from their course will be there.

Every TA should wear a name badge for their shift. You should also put your name and course that you are TA for on the white board so that students and TAs know who is there to help. Be sure to erase your name when you leave.

You need to be present at the GLC for your entire shift. If your shift is scheduled either before or after one of your classes, you may leave or arrive at the GLC a few minutes early. You should not miss more than 10 minutes of your shift. If you routinely miss more than this every week, you may be dismissed from your TA duties.

If you know you are going to be late to the GLC for a shift, please call the GLC (713-743-6732). If possible, call to let your fellow TAs know you will be late or absent. If you need to miss a shift, whether it is for academic, illness or personal reasons, it is your responsibility to find a TA to replace you for your shift. Utilizing our Microsoft Teams channel is the best way to find a substitute.

The GLC opens the first day of each semester and remains open M-F except for school holidays. It will remain open until the last geology exam. This is typically 2 or 5 pm on the last exam day. You should not leave early for vacation or start an internship until after the last day the GLC is open.

School holidays are given in the [academic calendar](#):

- Labor Day – 1st Monday in September
- Thanksgiving break – the 4th Thursday of November (off Wednesday through Sunday)

- Martin Luther King Day – 3rd Monday in January
- Spring Break – one week in March, schedule varies every spring
- The GLC is closed between semesters.

TAs are responsible for keeping the GLC neat, clean, and organized.

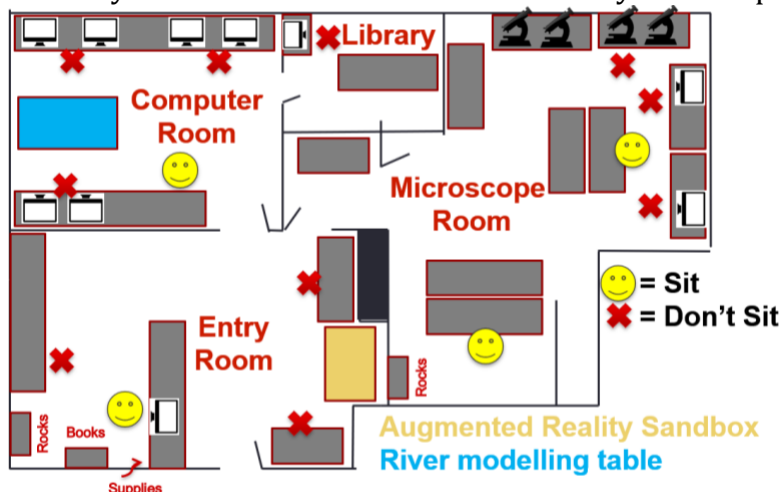
To open the GLC:

- (1) Swipe your card to open the door
- (2) Be sure that all the computers are turned on
- (3) Remove any student files from the desktop and put in the trash
- (4) If the GLC is messy, throw away trash. There is a lost and found drawer for items students leave behind
- (5) Report any problems to Jinny Sisson or Dan Hauptvogel

To close the GLC:

- (1) On Friday afternoons, turn off the computers
- (2) Put away rock and mineral kits
- (3) Clean up the trash and wipe off the tables
- (4) Push in chairs
- (5) Erase whiteboard
- (6) Check that all books and other items have been returned. If there is a PS ID left behind, contact the student (find email on UH website) and tell them to come pick up their ID. Be sure make sure they have returned whatever they borrowed
- (7) Swipe your card to lock the door

Below is a map of the GLC with smiley faces where you should sit. Here you can routinely scan the students to ascertain if they need help.



Position 1 at desk close to where students enter GLC in F136.

- (1) Act as greeter and ask every student if they need help. This means you will need to know who else is in the GLC to direct the student to the appropriate TA for assistance.

- (2) Be sure that every student logs themselves both in and out using the QR code. The more the GLC is used, the more funds for TAs are available. Faculty may also use these records to determine if their students came in to do a class assignment.
- (3) If it is time for Physical Geology field trips, ask the students if they need help signing up for a field trip.
- (4) You are responsible for checking books, thin-sections, bruntons, etc from the library. You need to get their Cougar Card or driver's license from every student that wants to borrow material. You also need to record their name and item on the sign-out sheet. The student's ID is returned when they return the material(s).
- (5) Printing: The printer is linked to only the desk computer. You can only let a student print 2-5 pages.
- (6) If requested, show the student where the minerals and rocks are located for them to study.
- (7) Some professors may leave a make-up test at the front desk. You should proctor this test. The professor should leave instructions on an envelope.
- (8) Answer the GLC phone.

Position 2 at desk in computer room.

- (1) You need to help students in this room and possibly the "library" room.
- (2) No food or drink is allowed in this room.
- (3) Be sure to scan the room to see if any students need assistance. Be proactive and go up to students and ask them what they are working on. If you ask them if they need help, they will probably shrug their shoulders and look away from you.
- (4) If you cannot answer their question:
 - a. find another TA that can help,
 - b. go find the book for their course and help them find the answer,
 - c. find out the time for when the appropriate TA can help (look at TA schedule by the front desk,
 - d. Use the computer to help them find appropriate material.

Position 3 in the microscope room (Fleming 134)

- (1) Duties are the same as for position 2.
- (2) You may be asked to help with microscope work.

Position 4 there is no assigned seat for this position. You may sit in the front room, library room or microscope room. Sit in the location with the most students that will need your help. Your duties are the same as position 2 and 3.

Frequently asked questions about the GLC:

What if a TA or student has an emergency?
Call campus police at 3-3333

What do I do if I have to leave the GLC to run an errand for the GLC or go to the bathroom etc.

Tell one of the other TAs that you are leaving and what you are doing. If you are in position 1, ask someone to take your place while you are away from the front desk.

A student wants to sign up for a field trip for Physical Geology. What do I do?

Show them the [field trip](#) link.

Where do I get more supplies such as pencils, pens, protractors, new white board eraser, handi-wipes, etc.?

Some of these supplies are in the EAS office S&R1, room 316. Ask the front desk staff for assistance. If you can't find an item, please contact Jinny Sisson or Dan Hauptvogel and ask them to get these items for the GLC.

What happens if the printer runs out of paper?

Go to the EAS office in SR1 room 312 to get another ream of paper.

What happens if the printer runs out of toner?

Ask [Jason Ognoski](#) for a new toner cartridge (SR1 312).

What happens if the printer doesn't work?

Try to troubleshoot the problem first. This includes turning the printer off and then on. If you cannot get it working, contact either [Jason Ognoski](#) or [Jay Krishnan](#).

What if the GLC is too cold, too hot, or have any other physical problem?

Contact [FIXIT](#) by logging into AccessUH and submitting a request for repairs or temperature adjustment (for emergency repairs, call 713-743-4948)

Can books, thin sections, rocks, minerals, globes, or any other supplies leave the GLC.

NO. Nothing can be lent except to a professor or TA who needs the item for a class or lab.

Can I borrow any rocks and minerals for teaching or sharing with groups such as scouts or school groups?

You need to ask either Jinny Sisson or Dan Hauptvogel before you borrow any material. Please do not remove any display samples or allow any students to remove these as well.

Who do I go to if the wireless network is not working?

Check with [NSM IT](#) in Fleming 127.