

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.

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

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: _____