UCLA LABOR & WORKPLACE MINOR
Resources for Instructors and Teaching Assistants

SERVICES & RESOURCES	DESCRIPTION	CONTACT PERSON
Office hours in Bunche 9244	If you would like to have office hours at Bunche 9246, please contact Gloria Chan and she will add you to the office's calendar. Here's the Google calendar for your reference: http://irle.ucla.edu/minor/advising.php	Gloria Chan gchan@irle.ucla.edu 310-206-0812
Parking for Guest Speakers	The Labor Minor is able to provide guest speakers (cannot be UCLA students, faculty or staff) with a courtesy parking permit. Please contact Gloria Chan (at least 3 days beforehand) and provide her the contact information of your speaker (date of the event, full name, email and phone number) in order set-up parking and provide them with the confirmation number, map, directions and instructions (cc: you information as well).	Gloria Chan gchan@irle.ucla.edu 310-206-0812
Copy Machine	You will have access to a copier in Bunche 9246 which can make copies (blank and white) if needed. Please contact Gloria Chan in advance so she can let you in. For bigger printing and copy jobs (more than 100 pages), please contact Gloria Chan (at least 3 days beforehand) so she can print them for you.	Gloria Chan gchan@irle.ucla.edu 310-206-0812
Additional classroom to meet	Please contact Gloria Chan and she will work with the schedulers to find you a room if you need to have a separate meeting with students, schedule a study session, a bigger room to show a movie or speakers on a particular day, etc. Please provide the time, date, and number of students.	Gloria Chan gchan@irle.ucla.edu 310-206-0812
Reservations for a Computer Lab at CLICC Classroom	Submit request with an IRMA ticket. Fill out the online request form at http://www.library.ucla.edu/clicc/clicc-classrooms?	Reservation Management irma@library.ucla.edu Kevin Doherty Instructional Resource Management Assistant 310-206-5334 kdoherty@library.ucla.edu
Reservations for a Group Study Room	You can reserve Group Study Rooms at YRL or Powel Library. http://www.library.ucla.edu/clicc/study-rooms	Kevin Doherty Instructional Resource Management Assistant 310-206-5334 kdoherty@library.ucla.edu
Additional Audio Visual equipment or malfunctions in classroom	For additional AV equipment, which is free of charge for regular instructional purposes, please visit: http://www2.oid.ucla.edu/units/avs/equipment To submit the request, please fill out order form: http://www2.oid.ucla.edu/units/avs/order	Audio Visual Services 310-206-6597 Help Desk Hours: M-Th 7am-6:30pm Fri 7am - 6pm Located in B-125 Campbell Hall
Classroom repairs (locked out/leaking roof, air conditioner out, etc)	For any classroom concerns, please contact Gloria and she will submit the Facilities Management request. Routine or Non-Critical work that may be completed within 3-5 working days. For any **emergency** related to the classroom, please call Facilities Management 24/7: 310-825-9236	Gloria Chan gchan@irle.ucla.edu 310-206-0812 Emergency: Facilities Management 24/7 Trouble Call Desk 310-825-9236

Course Reserves	You are encouraged to submit a course reserve list to the library: http://www.library.ucla.edu/use/borrow-renew-return/course-reserves/information-instructors in order to support students that may not be able to afford to buy your textbooks, for example. Materials are made available either online or physically through the UCLA Library. Items that may be on reserve for a class include textbooks, articles, lecture notes, case studies, previous exams, and other supplementary readings as requested by course instructors.	http://www.library.ucla.edu/contact
Course Website Access and Training	For TAs, as soon as you are officially hired, I will add you to the course registrar's listing: http://www.registrar.ucla.edu/schedule/schedulehome.aspx. This will then allow your lecturer to ask Kevin Kitagawa to grant you access to the course website. For all others, non-registered students for example, the lecturers can ask Kevin Kitagawa directly to grant access. Lecturers will need to provide Kevin with BOL ID/UCLA Logon IDs https://www.bol.ucla.edu/services/accounts/. All UCLA students, faculty and staff should have one. When uploading readings to your course website, please make sure you make these readings private (only accessible to students in the class. Upload it by TA or work study) for copyright purposes. Syllabi can be public. For course website tutorial and additional questions regarding your course website, or any troubleshooting, please contact Kevin Kitagawa.	Kevin Kitagawa, Kitagawa@ssc.ucla.edu
OID Faculty and TA mini-grants	Mini-grants are provided by OID (Office of Instructional Dev) for small-scale projects which improve or enrich existing undergraduate courses (ie. Honorariums for non-UCLA guest speakers, etc.). Professors, visiting professors, lecturers, administrators teaching courses, and teaching assistants are all eligible for mini-grants. Mini-grants are available in amounts up to $600.00 for faculty, and up to $250.00 for teaching assistants, per academic year. Application forms are available at http://www.oid.ucla.edu/grants/minigrants/application If interested, please read through the FAQ and Faculty Mini-Grants instructions at http://www.oid.ucla.edu/grants/minigrants Once you apply, please email Gloria Chan to let her know so she can keep track.	Mini-Grant Program 310-825-2790 minigrnt@ucla.edu Specific OID application questions (Dept. Mail Code, Dept. Financial Contact Person, etc.) Gloria Chan gchan@irle.ucla.edu 310-206-0812
UCLA Library Research Tutorial	Library instruction sessions can help students at any stage of the research process – from generating ideas, articulating a research question, and uncovering scholarly conversations on a topic, all the way through managing sources and compiling a bibliography. An in depth undergraduate research project might involve an introductory session with a librarian that helps students with the early stages of the process, and then connects them with relevant resources and help on campus. Some projects benefit from multiple sessions, others are well served by a single session that gets the process started and connects students with relevant help and resources on campus to dig deeper.	Doug Worsham, Teaching and Learning Service Coordinator 310-206-7225 dworsham@library.ucla.edu