

# Operations

## 1 Emergencies

- call campus police

**Emergency Number:** Extension 5555 or 911 (on campus phones) and 575-835-5555 (off campus or cell)

**Non emergency:** 575-835-5011 (Off Campus or by Cell) or Extension 5434 (on campus)

**E-Mail:** dispatcher@nmt.edu

**Location:** Student Activity Center Building; Located at the Southwest corner of the athletic field, west of Steve Torres Hall.

- Fire Alarm  
Evacuate the lab and close the door. Once outside, do a roll check to verify that everybody in your lab got out.

## 2 Safety

- Check the first aid kit.
- No food is allowed in the lab. Beverages are OK as long as they are in a spill-proof container.

## 3 Standard Operations

- Before you start the lab, make sure that all equipment is in working order. If unsure, do not allow students to use the equipment and notify me as soon as possible. I'm here from 8 to 5 – send me an email after hours. My cell number is 505.366.9875
- At the beginning of every lab, do a roll call (check). This action is important for various reasons, but the most important is that in case of an emergency evacuation, you will be able to account for all your students.
- Before the students leave the lab, initial their raw data sheet; students must include it in their lab report. This action is important because it allows us to randomly check the consistency between data and results, which discourages plagiarism.
- Before you exit the lab, ensure you leave it ready for the next session. If equipment breaks down during your session, leave a note for the next TA and notify me, so I can try to fix it as soon as possible. Also, ensure that both doors to the lab are locked unless the next TA is already present.

## 4 Grading and other Policies for the Syllabus

Standard policies are documented in the current syllabus template posted at

[physics.nmt.edu/NMTP-FYL/tas](http://physics.nmt.edu/NMTP-FYL/tas)

You should build your syllabus based on this template. Please be particularly careful when using the Banweb letter grade system. Banweb uses the NMT letter grading system published in the current catalog. Accordingly, we use the table in the current syllabus to translate points to letter grades. *Note that to apply the table, you first round the grades in CANVAS to the nearest integer.*