

## **Advanced Mass Spectrometry Facility Policy for Teaching and Training**

**Note:** This policy applies to all faculty interested in using the facility for teaching and training purposes.

In the spirit to support our teaching enterprise and in recognition of the importance of hands-on training for our undergraduate and graduate students, all users of the AMSF facility should abide to the following rules:

- Teaching activities are subsidized by the department and are limited to instrument use in CP174. Prior authorization of the Department Chair is required.
- Faculty/Instructors are required to submit a request that clearly indicates the required instrument time, number of participants/sessions (no more than 4 students per session at the instrument), instrumental techniques required, etc. during the first week of the semester. A copy of the class syllabus is also required at the time of the request. A list of experiments and samples to be run in advance is recommended for trial runs previous to the teaching sessions.
- Teaching scheduling is done on a first come first serve basis and the AMSF Staff is responsible for coordinating and supervising the schedule. Scheduling conflicts will be resolved in assistance of the AMSF director.
- Personnel are required to abide by the AMSF general rules, safety policy and guidelines. AMSF staff will not allow the performance of the teaching activities if the above is not satisfied.
- No sample preparation for teaching related activities is allowed in the AMSF space.
- Teaching is performed on AMSF facility instruments only.
- Instruction is the sole responsibility of the class instructor, not the AMSF staff. AMSF staff will support training of the faculty/instructor in the instruments.
- Use of the facility is a privilege, not a right.