

We appreciate your cooperation with these guidelines.
Respecting these simple guidelines insures that we all enjoy
a positive community atmosphere in our Department.
When in doubt, please ask!



The Pennsylvania State University
Department of Geography
302 Walker Building
University Park PA 16802

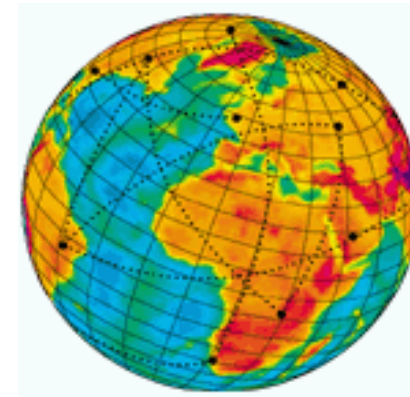
Phone: 814-865-3433
Fax: 814-863-7943



Department of Geography

COMMUNITY RESOURCES
A guide for Faculty, Staff, and Students

2005-2006



'Access' account with a temporary student number, you will need to update CAC lab supervisors with your permanent social security number when that number is assigned.

There are also a number of unfunded, 'U'-Drive computer accounts available in the college. These accounts are specifically designated for research purposes and must be applied for through a supervising faculty member. Forms are available from Rosie Long or Pam Stauffer. Accounts funded from projects 'P' or outside sources 'B' may be used at the direction of the project supervisor.

You should not use an unfunded 'U' account for any outside purpose, including consulting activities, without specific permission of the department.

Please note: The University has been vigorously prosecuting individuals who use computer facilities for non-University business. It is not only against University policy, it is also a violation of state law.

Please explore the possibility of using an instructional 'I' account before requesting a 'U' account.

Department Listservs:

Community:	L-GEOGCOMM@lists.psu.edu
Graduate:	L-GEOGRADS@lists.psu.edu
Grad Rep:	L-GEOGREPS@lists.psu.edu
Non-Tenure:	L-GEOGTTFAC@lists.psu.edu
Tenure Track Faculty:	L-GEOGNTTFAC@lists.psu.edu
Non-Tenure & Tenure:	L-GEOGNTTFAC-TTFAC@lists.psu.edu
Undergraduate:	L-GEOGUNDERGRAD@lists.psu.edu

Fax Service:

Fax Number (814) 863-7943. The department’s fax machine is available to faculty and staff for administrative and research purposes only. Long distance charges apply to faxes, the same as for telephone service, so brevity of transmission as well as use restricted to truly urgent matters is important.



Graduate students may send faxes only with the Department head’s approval.

There is no charge to the department for incoming faxes; however, paper is costly so please bear this in mind when giving out the fax number.

Computer Accounts and Use:

All students are automatically issued ‘Access’ accounts by the Center for Academic Computing (CAC). An ‘Access’ account provides connectivity to the Internet, to LIAS, and to your grade report. You must provide a photo-ID to a computer lab assistant before he or she can give you an e-mail ID and password. You may do this at any of the University’s computer labs or at either of the CAC help centers: 2 Willard or 230 Computer Building.

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University policy prohibits smoking of any materials in all facilities at Penn State (including private offices).

FACILITIES

Department Office: 302 Walker



The department office, mailroom, and equipment/supply room are open for general use from 7:30 a.m. to 4:30 p.m., Monday through Friday. Only faculty should be in the office and equipment room after office hours.

Computing facilities in the department office are for staff use only. Please do not use the staff's computers.

Commons & Reading Room: 304 Walker

The Department's working collection as well as readings for courses and seminars should be placed in room 304. Please do not remove any books, journals, etc. from this room.



When Room 319 is not available, Room 304 may be used for seminars, exams, or interviews. Please schedule the use of Room 319 and Room 304 with the main office staff.

Room 304 is available for use at any time. If you open the room in the evening or on the weekends, please close and lock the door when you leave. If either the coffee pot or toaster oven has been plugged in, be sure that it is unplugged when the room is closed for the day.



Faculty mailings for research projects or professional organizations should use their research project budget number or an internal project number, to be coordinated with the office staff.

UPS (United Parcel Service):

UPS mail service is picked up at 3:00 p.m. daily for next day delivery. (International schedules may differ.) Use of express mail carriers should be charged to research budgets. If you do not have a research budget express mail should only be used when positively necessary. Please give to one of the office staff.

Telephone Service:

Campus and local services are provided from all offices without charge. Toll calls are to be made only when professional business cannot be conducted by e-mail or snail-mail. Personal phone calls must be made on credit cards. Dialing 8 - 0 -... will connect you to an AT&T operator.

Students may make long distance calls only if associated with funded research and only on their supervising faculty member's phone. Long distance calls may be made at Department expense only for compelling reasons and only with explicit permission of the Department Head.

Forms for Use:

Below is a list of various forms located in the main office on the window ledge for faculty, staff, and student use:

- Fax form
- Group Meal Support Form
- One-Day Travel-Meal Reimbursement Form
- Invited International Guest Colleague Checklist (blue)
- Travel Itinerary and Per Diem Worksheet
- Travel Support Form
- Vehicle Reservation
- Order Requisition Form
- Laboratory/Equipment Safety Clearance Form

Mail Service:

Mail is delivered once a day at 10:30 a.m. The campus mail system may not be used for personal communication. University Mail Services urgently requests that personal mail not be sent or received through the university mail system.



Students may not post mail at Department expense without explicit permission of the department head. Faculty and staff mailboxes are located in the mailroom of the Department Office, 302 Walker (above). Graduate student mailboxes are located in room 304.

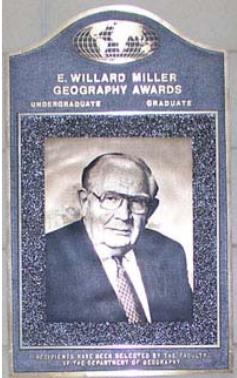
Room 304 doubles as a lunchroom and has been outfitted with appliances for your convenience and use. Everyone is expected to contribute to keeping this area clean and appropriate for use as a reading and community meeting room.

- **Microwave Use:** Cover all food. Paper towels are available for your use. If something splatters or boils over, please clean up immediately!
- **Refrigerator Use:** Label all food in the refrigerator with your name and date. If food is not labeled properly, it will be thrown away. Please discard all outdated items regularly. Do not store large quantities of food in the refrigerator, and do not store unnecessary items in the refrigerator. This will allow for ample space for everyone.
- **Dishes:** Do not leave dirty dishes in sink. Please store clean dishes in your office. Items left in the dish drain will be thrown away.

We are stocking drinks in the refrigerator at a cost of \$.50/can for soda, and \$0.25/cup for hot chocolate packets, tea or coffee, and juice boxes. This is an honor system. If it is abused, we will discontinue this service.

The University recycles paper, including newspaper, and cans. Bins for depositing these materials are clearly marked and are centrally located. Please use them and use them appropriately, that is, put newspaper in the newspaper receptacle, cans in the metal receptacle and remove paper clips from paper.

E. Willard Miller Seminar Room: 319 Walker



This seminar room, located in 319 Walker, may be used for committee meetings, examinations, coffee hours, colloquia, faculty meetings, and any other legitimate Departmental use for which it is appropriate. A ceiling-mounted LCD projector is also available for computer-based presentations. Other than evening seminars, this room may not be scheduled for courses or section meetings. All events scheduled for this room must be reserved with a staff assistant in the Department office. Please note that when this room is not in use, it is to be kept locked.



Students are not permitted in the supply cabinet or closet. Special note to faculty: Please do not send your TAs or RAs to the office for supplies—it puts the office staff in an awkward position.

Staff Support:

It is important to consider that much of the administrative work associated with Department operations happens at a level that is opaque to the general community. Therefore, it is not reasonable to assume that the bulk of office staff time is available for faculty work requests.

A priority system for rank ordering text-processing requests has been established for the following five categories:

1. Course Work
2. Recommendation Letters
3. Proposals
4. CV Updates
5. Correspondence

Teaching and research assistants are expected to perform the clerical functions associated with reproducing class handouts, exams, and recitation/lab exercises. Office staff will assist under special circumstances. The supervising faculty member must submit requests for staff assistance. Please see one of the office staff to submit requests.

Digital Cameras:



The Department has several Olympus 3.2 megapixel digital cameras (with 10X optical zoom, 3X digital zoom, and USB connection) that can be used on field trips and local field research. A Sony digital camera is also available for use.

To sign out a digital camera, please see Jennifer Driver in the Gould Center, 214 Walker. Call 863-4562 or e-mail editor@geog.psu.edu.

SUPPLIES AND SERVICES

The Department's resources are limited. We try to meet all reasonable needs connected with teaching, faculty research, and funded research projects. Research projects not funded through the University may use our supplies and services on a time-available basis with reimbursement at cost.

Office Supplies:

Stationery and other supplies are to be used by faculty for professional purposes only.

Supplies used by faculty for purposes other than instruction and research should be purchased elsewhere. The Department cannot sell supplies to faculty or students—the costs of record keeping and billing are prohibitive. Students needing supplies in conjunction with assistantship activities must make such requests to their supervising faculty member.

Computer Labs



Help is Available! Bob Hibbert, Systems Administrator for the Geography Department, is available to assist students and faculty with computing facilities.

Report computing problems to Bob in 230 Walker; call 865-8116 or E-mail: sysadmin@geog.psu.edu.

Advanced Geographic Information Systems Lab (AGIS): 123 Walker

The AGIS Lab is equipped with 16 PCs and one printer. This lab is maintained by the Department of Geography for classes and research that requires access to advanced geographic information systems and geographic database capabilities.

Access to these computers requires a separate computer account from the access account provided by Penn State. Please contact Bob Hibbert for access account information.

The following software programs are available on computer workstations in the AGIS Lab:

Adobe Acrobat Reader 5.0, Adobe Photoshop 5.5, Adobe Illustrator 10.0, ArcGIS: (ArcINFO workstation, ArcMap 9.0, ArcCatalog, ArcObjects Developer Help, ArcReader, ArcScene, ArcToolbox) Eudora, Geoda09b, Java 2 runtime environment, Macromedia Flash 5, Microsoft Visual Studio 6.0, Microsoft Office 2000: (Access, Excel, FrontPage, Powerpoint, Word), Microsoft Visio, Mozilla (web browser), Netscape 7.0, Oracle: OraHome81, QuickTime, RealPlayer SSH Secure Shell, Symantec Antivirus, WS_FTP LE, and Wiley NML

Instructional Computing Labs: 208 and 229 Walker

IC208 is equipped with 16 PC computers, one printer, and running Windows 2000 workstation. IC229 is equipped with 12 PC computers, running Windows 2000 workstation, one printer, and a flatbed scanner. Access to these computers requires a separate computer account from the access account provided by Penn State.

The following software programs are available on computer workstations in IC208:

Adobe Acrobat Reader 5.0
Adobe Illustrator 7.0
Adobe Photoshop 5.5
ArcGIS: (ArcMap 9.0, ArcCatalog, ArcObjects Developer Help, ArcReader, ArcScene, ArcToolbox)
Dimple 32
Express Scribe
Eudora (e-mail)
Geoda096
GeoVISTA Studio
Internet Explorer
Microsoft Office 2000:
(Access, Excel, FrontPage, Powerpoint, Word)
Mozilla (e-mail, web browser)
Netscape 7.0 Communicator:
(Composer, Messenger, Navigator)
QuickTime
SSH Secure Shell
Symantec Antivirus
U.S. Geological Survey:
(DEM 3D, DLGv32 Pro, Waypoint)
Wiley NML
Windows Media Player
WinZip
WS-FTP LE
SAS
SP SS 11.0 on IGIS 7

Projectors:

Slide projectors for use in classes and sections must be ordered through Audio/Visual Services (865-5400). There are several slide carousels, extension cords, and a few accessories available in the Department—please check with the office staff.

Instructors may also request slide projectors from A/V Services for an entire semester (865-5400).

Audio/Visual Aids:

Items such as VCRs, screens, and movie (16mm/8mm) film projectors are available through Media & Technology Support Services (865-5400 for equipment; 863-3202 for film/video).

Instructors are responsible for reserving Media Tech. Services equipment. Notify Media Tech. Services at least 24 hours in advance of the time you need equipment with class name, number, time, room, and instructor.

VCR Equipment:

We own a VCR with monitor and stand appropriate for class viewing. The VCR/Monitor is housed in 319. Use of the Department VCR must be scheduled in advance with the office staff.

Typewriter:

There is one typewriter located in the Graduate Student Lab, 333 Walker, for general use.



EQUIPMENT

Under no circumstances is Departmental or University equipment to be used for private consulting.

Photocopy Machine:



No personal copying is allowed on the departmental copy machine. Only Department faculty, staff, and graduate students may use the copy machine. Graduate student use is restricted to TAs who need copies for the course in which they are assisting. A public-access photocopier is located in the basement of Walker building for personal copying.

Laptop Computer:

Two laptop computers (266 MHz, Windows 98) are available and must be scheduled in advance with Bob Hibbert. Please contact Bob for details (230 Walker; 865-8116; sysadmin@geog.psu.edu).

Laptop Projector:

Several laptop projectors are available for use and may be reserved online at: www.geog.psu.edu/news/projectors.html. Laptop projectors are kept in the supply closet of the main office, 302 Walker.



The following computer programs are available on computer workstations in IC229:

Adobe Acrobat Reader
ArcGIS: (ArcINFO, ArcMap 9.0, ArcCatalog, ArcObjects Developer Help, ArcReader, ArcScene, ArcToolbox)
ER Mapper 6.3
Eudora (e-mail)
Internet Explorer
Microsoft Office 2000:
(Access, Excel, Powerpoint, Word)
Mozilla (web browser)
Netscape 7.1
QuickTime
SSH Secure Shell
Symantec Antivirus
U.S. Geological Survey:
(DEM 3D, DLGv32)
Wiley NML
Windows Media Player



IMPORTANT: Scheduled class laboratory sessions always have first priority for use of IC 208 and IC 229. Lab session schedules are posted on all computer lab doors and online at www.geog.psu.edu/computing.

Graduate Research Lab: 333 Walker

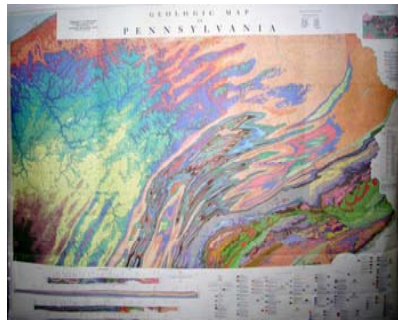


The lab in 333 consists of six Windows 2000 computers, a typewriter, a 600dpi printer, and a scanner. The equipment in this room is for use by faculty and graduate students only. This room is accessible with an FF2 key.

As with the other common space in the department, please be sure this room is locked when you leave, especially in the evening and on weekends.

Maps Collection: 208 Walker

Room 208 also houses the Department's collection of topographic maps. The Maps Collection is a valuable teaching and research resource, and maintaining it requires all of our cooperation, particularly that of Teaching Assistants. The sign-out procedure is necessary to reduce map losses as well as insure access to the collection. You will find instructions posted against the left wall as you enter 208 Walker.



The Peter R. Gould Center for Geography Education & Outreach: 214 & 320 Walker

The Gould Center creates and distributes undergraduate and graduate student recruiting materials and bi-annual newsletters to our alumni and the general public. Alumni and potential employers are invited regularly to visit the Department for recruitment and employment opportunity discussions.

The Gould Center also produces the Penn State Visitor's Guides and campus maps—www.campusmaps.psu.edu. Undergraduate internships are available.

Middle school and high school students are regularly invited to the Department to learn about geography, including innovations in GIS. These events are coordinated with Penn State's GIS Consortium and the Supporting Women in Geography group.

The Gould Center coordinates the Department's online Certificate Program in GIS and the new Masters in GIS program, which are offered to students around the world through Penn State's World Campus. It is also an authorized ESRI Learning Center, and is affiliated with the College of Earth and Mineral Sciences' John A. Dutton e-Education Institute.

Contact writer/editor Jennifer Driver: 214 Walker, 863-4562 e-mail: editor@geog.psu.edu or Director Dr. Deryck Holdsworth: 320 Walker, 865-1044, e-mail dwh6@psu.edu For information about the e-Education Institute, contact Director David DiBiase: 2217 EES Building, 863-1790, e-mail dibiase@psu.edu.