
GRADUATE STUDENTS OFFICE USE POLICY

Offices are provided to graduate students in the Department of Anthropology to allow Teaching Assistants to meet with undergraduate students in the course of fulfilling TA duties, and as study space. Office assignments are not guaranteed from year to year, so you must be prepared to clear your desk when asked to do so. Note that offices are part of our work environment and people should behave professionally at all times.

Please respect your colleagues:

- Keep noise to a minimum.
- If you need music to study, please use earphones.
- If you need to talk to a colleague, make sure it does not disrupt the work of others.
- If you eat in the office, make sure it does not disturb others.

Please respect each other's space and the shared property in these rooms:

- Exercise discretion with what you put on the office door.
- Do not tape anything to the walls; use bulletin boards to post things.
- Keep the space tidy and use the refuse containers provided.
- Dispose of food waste into the container by the elevators (not in the office).
- When containers are full, please empty them into the appropriate bins by the elevators.
- Do not bring bicycles or furniture (such as mini-fridge) into the office.
- Do not use the office as storage space for personal belongings.

Please note that all offices are subject to periodic safety audits:

- Do not block the office door.
- Do not bring in electrical items that could compromise room safety.
- Use fused power bars. Extension cords (and daisy chaining) are not permitted.
- Smoking in offices is prohibited.

Protect your belongings

- We are not responsible for lost or stolen items.
- Keys for lockable desks can be obtained from the Graduate Program Assistant.

IMPORTANT: All graduate students should be able to fulfill their TA duties and conduct research without disruption or intimidation. The University administration will fully support all the steps necessary to ensure that this is the case. If you feel intimidated or unsafe in your office, do not hesitate to discuss the situation with the Graduate Chair or Graduate Program Assistant.