

Campus Resources and Emergency Situations

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- Resources for GA/DAs and for the undergraduates in your charge
- Emergency information

Campus Resources:

Research Academy For University Learning

<https://www.montclair.edu/academy/>

Student Center Annex Room 209

teach-learn@montclair.edu

Phone: 973-655-3276

- Classroom observations
- Videotaping
- Small group analysis
- Assistance with online activities
- Module development

Canvas Course Site

MSU's course management software

- Canvas allows you to:
 - Post assignments
 - Link to readings, websites, videos
 - Collect assignments electronically
 - e-mail students in your course
 - Post grades

User guides: <https://www.montclair.edu/information-technology/canvas-faculty/>

Campus Academic Resources

Campus Center for Writing Excellence, Bohn Hall,
<https://www.montclair.edu/center-for-writing-excellence/>

Tutoring Services, Academic Success Center
<https://www.montclair.edu/academic-success-center/tutorial-services/>

Division of Information Technology, 5th Floor University Hall
<https://www.montclair.edu/information-technology/>

Dean of Students Office, Student Center Suite 400
Student Code of Conduct:
<https://www.montclair.edu/policies/all-policies/code-of-conduct/>

Disability Resource Center (DRC) Accommodation Forms

DRC works with students with physical challenges (diminished sight, hearing, motor skills) or other documented conditions.

Accommodation forms list **ONLY** the adjustments required to help the student succeed, **not the conditions**.

Examples:

- Sign language interpreter in class
- Extra time on exams
- Taking exams in reduced distraction areas

Consult with your professor for any questions or concerns

FERPA and Student Privacy

Student information and records are **PRIVATE**.

We may NOT share student information with anyone, **NOT EVEN WITH THEIR PARENTS**.

What if a parent calls asking about grades or attendance, and says "I'm paying the bills and I have a right to know!"

Memorize these phrases:

"Federal law require me to keep student information confidential. My supervisor, Dr. *Professor's Name* will be happy to discuss this with you."

Student of Concern Reporting System

<http://www.montclair.edu/dean-of-students/>

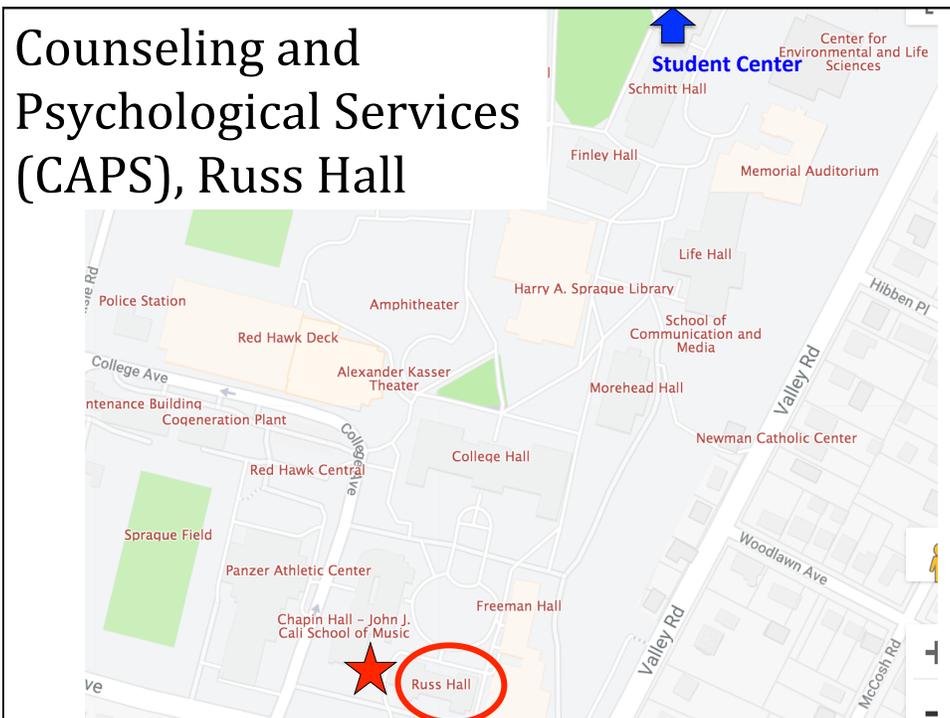
- Mechanism to alert the Dean of Students about a student who needs help.
- Use for students whose actions or behavior are cause for concern.

Dean of Students Office:
Student Center room 406
Phone: **973-655-4118**

Campus Health Resources

University Health Center
Blanton Hall, North side of building
Phone: **973-655-4361**
Non-emergency: askanurse@montclair.edu

Counseling and Psychological Services (CAPS)
Russ Hall, ground floor on west side of building
<https://www.montclair.edu/counseling-and-psychological-services/>
Phone: **973-655-5211**



Enter these numbers into your cell phone

University Police: **973-655-5222**

Use this number and **not** 911 when on main campus

RAV alert mobile communications tool:

<https://www.getrave.com/login/montclair>

Facilities service desk: **973-655-5444** (flooding, no heat, during business hours. Call University police after hours)

Your department's main office: **973-655-******

Your department's Chairperson: **973-655-******

Emergency or injury to a student under your supervision

Serious injury: student *cannot* move, *should not* move, has pain, is having an allergic reaction, is disoriented or distressed. Use your best judgment and instincts.

1. **Call University Police immediately: 973-655-5222.**

(**not** 911 when on main campus).

Calmly report the injury, **give your location**, ask police to send Emergency Medical Services (EMS).

2. After the individual is taken care of, alert your department chairperson.

Call your department office if you need assistance

Minor injury to student under your supervision

Student is calm, lucid, and is communicating and behaving normally

1. Small cuts: Provide first aid kit.

Ask your department, where is the nearest first aid kit.

2. Is it more than a minor injury? Assign a classmate to escort the student to the University Health Center in Blanton Hall.

3. After the individual is taken care of, notify your department chairperson.

Call your department office if you need assistance.

Injury to YOU while being a **student**

Emergency or serious injury:

Call Campus Police: 973-655-5222

Ask for Emergency Medical Services

Non-threatening Injury:

Walk to University Health Center in Blanton Hall. Always feel comfortable asking a faculty member, staff member, or fellow student to accompany you.

Serious Injury to YOU while teaching

Emergency or serious injury:

Call Campus Police: 973-655-5222

Identify yourself as a University employee **

(Very important for handling medical bills).

Ask for Emergency Medical Services (EMS). EMS may transport you to nearest hospital, if needed.

WITHIN 48 hours completed the NJ Accident Report Form (Form RM-2) and submit it to the Employee Benefits Office.

Minor Injury to YOU while teaching

What the policy says:

<https://www.montclair.edu/human-resources/benefits/work-related-injury/>

During business hours (M-F 8:30 am to 4:30 pm): **Report the situation to your supervisor and then to Human Resources Employee Benefits Office (currently located on Clove Road).**

What I recommend

Ask your department administrative assistant to call the Employee Benefits Office and inform them that you are going to the University Health Center. NOTE- UHC may refer you to a local walk-in clinic with which the university contracts.

Approved Walk-in Urgent Care Centers for MSU Employees

Immedicenter (approx. 1.2 miles from campus)

1355 Broad St., Clifton

M-F: 8am to 10pm

Sat-Sun: 8am to 5pm

Concentra Medical Center (approx 2.5 miles)

283 Piaget Avenue, Clifton

M-F: 8am to 7pm

WITHIN 48 hours completed the NJ Accident Report Form (Form RM-2) and submit it to the Employee Benefits Office.