



ENGS 21: SUPPORT SERVICES

WORK SPACE

The Couch Project Design Lab, Room M009/014 off the Atrium, has been assigned as the project space for this course. The Lab is usually staffed by a TA when it is open. Please use the lab [safely and respectfully](#) of other users. You will need to return a signed [agreement](#) to use the lab after hours

SUPPORT STAFF

The Thayer School staff listed below are available to give advice and assistance (within reason). You may save a lot of time and effort by making use of their knowledge. Their offices are all in the Thayer School of Engineering facility (Cummings and MacLean Halls)

Kevin Baron, Leonard Parker, Peter Fontaine and Michael Ibey: Technical staff supporting the [Machine and Model-Making Shops](#) (Room 26). They will be helpful in suggesting the best procedures in metal and woodworking, fabricating with plastics, setting-up and operating machine shop equipment, cost estimating, etc. It is usually better to obtain materials through the machine shop rather than elsewhere on campus or commercially; this saves time and paperwork. Shop hours: 8 am -12 pm and 1 - 4:30 pm, Mon through Fri.

IMPORTANT: You will need to take a safety course and attend the safety lecture at Thayer School to use the machine shop!

Staff Person	Role	Office	Expertise
Mary Kay Brown	Engineering Lab Instructor	C124	Will assist with problems involving chemical and biotech applications.
Daniel Cullen	Engineering Lab Instructor	M07 Back of Project Lab	Will assist with materials issues and selection, testing and data acquisition.
Doug Fraser	Engineering Lab Instructor	C217A	Will assist with problems in digital electronics, microprocessors and computers.
Terry Priestley	Engineering Lab Instructor	C220	Will assist with problems in systems, controls, and analog electronics.
Rene & Roger Dauphinais Phil Tacy	Electronics Technicians	M25 Instrument Room	Many pieces of standard equipment, supplies and tools can be borrowed from the Instrument Room. They can also suggest a vendor for an item if it must be purchased.
Chris Levey	Professor & Safety Officer	C217E	Safety of experiments and tests, materials needs, micro-sensors, engineering equipment database and acquisitions
Gary Durkee	Building Manager	G17	Familiar with electric/electronic equipment and supplies. He can suggest which electronic test equipment is appropriate.
Jessica Potter	Administrative Assistant	M103	Check with her to reserve a room for team meetings
Kimberly Cooper	Administrative Assistant to Prof. Lotko	C217	Grade sheets, progress reports, final reports, and any other assignments should be handed-in to her. She can answer questions and provide copies of materials from class.
John Pate	Business Office	C111	All purchases must be channeled through John as described in the next section
Terry Bonee	Development	C206	Will help to put you in contact with alumni or companies who can make donations towards your project.



PURCHASING PROCEDURES

Each team may spend up to a total of \$500 on purchases of supplies and any travel that are essential for the success of the project. **All purchases exceeding \$100 must be approved by Professor Lotko.** Thayer School will pay 50.5¢ per mile reimbursement.

To avoid confusion, it is imperative that the following procedure be followed for all purchases. Depending upon the cost of the materials and expected source of supply, one of the following procedures will apply:

1. Procurement Credit Card	<p>A Dartmouth College credit card is available from the Business Office, Room 111 Cummings. Please do not take the credit card until you are ready to place the order. When you receive the credit card your student ID will be held in the Business Office until the credit card is returned. You will be given a form to record your purchase; it must be returned with the card. If the purchase is being charged to a grant account the PI will need to sign the form before it's returned. The individual cardholder is responsible for the card until it is returned. As the responsible person, you are the only one who can make purchases with the card. The original receipt / order confirmation <u>must</u> be attached to the purchase form. <u>THIS IS THE ONLY RECORD OF THE TRANSACTION SO THE RECEIPT MUST BE RETURNED TO THE BUSINESS OFFICE.</u> The credit card may not be used for travel.</p>
2. Reimbursement	<p>If you personally pay for small items for your project, you may bring ORIGINAL receipts to the Business Office, Room 111 Cummings, for reimbursement. You will be given a one-page form to complete if the cost of goods is over \$25.</p>
3. Purchase Order	<p>If the vendor does not accept a credit card, you may be able to use a Purchase Order. This allows you to charge materials to Dartmouth College. Most companies accept purchase orders as standard purchasing procedure. To use this method you must:</p> <ol style="list-style-type: none"> Complete a <u>Purchase Requisition</u>. This form may be downloaded at: http://www.dartmouth.edu/~purchase/procurement/purchasereq.pdf Once the <u>Purchase Requisition</u> form is completed, have your faculty advisor sign it. Return the form to the Business Office. Your order will be placed by Dartmouth Purchasing normally within one business day.
4. C.O.D. Orders	<p>C.O.D. Orders cannot be accepted. If an order arrives C.O.D. it will be rejected and returned to the vendor, unless the individual who placed the order agrees to pay for it personally.</p>
5. Address for US mail & express delivery	<p>(YOUR NAME) - VERY IMPORTANT! c/o ENGS 21 – Group # Thayer School of Engineering Dartmouth College 8000 Cummings Hall Hanover, NH 03755-8000</p>

The Thayer Business Office works with the Dartmouth College Purchasing Department and must follow approved procedures. Your compliance with these procedures is essential. If you have any questions, please contact John Pate (6-3552) in Room 111 Cummings.

PHOTOCOPYING

Have your copying needs approved by your student advisor. Then take the material to Mr. Ken Clifford in the copy room (Room 23 Cummings).

TELEPHONE

Telephones are available for student use throughout Cummings and MacLean Halls. You can schedule the small conference rooms (Rooms 208 Cummings, M01 and M101 in MacLean) for conference calls. Contact Ms. Jessica Potter in Room M103 (Program Office) to reserve the room.

For campus calls	Dial the 6 + the 4-digit college extension
For medical school calls	Dial 8 + the 7-digit number
For local calls	Dial 8 + the 7-digit number
For calls to N.H	Dial 8 + 1 + the 7-digit number
For other calls	Dial 8 + 1 + area code + the 7-digit number

GROUP MAILBOXES

Mailboxes for each group have been set up in Room 217A Cummings. U.S. Mail, Campus Mail, notes from your student advisor, critiques of your reports, notices about scheduling changes etc. will be placed here. **Someone from your group should be assigned to check your group mailbox box periodically.**

STUDENTS WITH DISABILITIES

Students with disabilities, including invisible disabilities like chronic diseases, learning disabilities, and psychiatric disabilities, are encouraged to discuss with the course director after class or during office hours appropriate accommodations that might be helpful to them.

The [Academic Skills Center](#) retains information on how professors can help students with certain disabilities and keeps documentation on file of students with disabilities. If you have a disability that you think will impede your performance in this class, the Student Disabilities Coordinator, Nancy Pompian, phone extension 6-2014, can help you assess the need for appropriate accommodations.

