

GENERAL INFO

Thank you for providing academic support for UIC students in the Math and Science Learning Center (MSLC)! We really appreciate all you do, and the MSLC staff is here to assist you as you offer these valuable services to all students.

Hours

Monday – Thursday, 9 AM – 6 PM

Friday, 9 AM – 5 PM

Location

The MSLC is located on the 3rd floor of the Science and Engineering South (SES) building and can be accessed from both the East and West wings of the building. From the West wing of the building, take the elevator or stairs to the 3rd floor and the MSLC entrance is accessible from that landing. You may also navigate to the MSLC from the East side of SES by following the hallway signs from the Center of the building (rotunda) toward the 3rd floor wing with rooms in the 3100s range.

Services

The MSLC offers drop-in academic support for MATH, STAT, BIOS, CHEM, and PHYS courses including office hours and study sessions hosted by a variety of providers including:

- Teaching Assistants (across all disciplines listed)
- Peer tutors (MATH)
- Learning Assistants (MATH)
- Peer Leaders (BIOS, CHEM, PHYS)
- Faculty (across all disciplines listed)

The MSLC also has a team of student Ambassadors who assist with the day-to-day operations, as well as two faculty Subject Area Coordinators, and a Director. (contact information below)

Website, Social Media

Please visit <http://mslc.uic.edu> and the Center's social media accounts (@uic_mslc on Instagram & Twitter) for general information, events, and other updates.

MSLC Staff

Please contact the MSLC Leadership Team if you need assistance or support with anything. Please email Danielle (dlubi@uic.edu) or call the MSLC front desk if you will need to miss or reschedule your MSLC hours for any reason.

Ginevra Clark, Ph.D.

SCIENCE Subject Area Coordinator
ginevra@uic.edu

Shukmei Oh

MATH Subject Area Coordinator
sau2@uic.edu

Danielle Liubicich

Director
dlubi@uic.edu
312-355-4948 office

MSLC Front Desk

312-355-4900

USING THE CENTER

CHECK IN STEPS

1 – Please swipe in at the door or front desk.

You may swipe your iCard or enter your UIN manually and then choose the “staff” option on the screen asking about the reason for your visit.

2 – Please visit the front desk to sign in on discipline-specific paper sheets.

Please write your name as well as the course you are supporting and the time at which you will begin your session on the discipline-specific paper sheets on the front desk. (Blue=MATH, Orange=CHEM, Green=BIOS, Yellow=PHYS).

3 – Pick up supplies from the front desk

While you are signing in, the front desk Ambassadors will provide you the following items:

- **Marker Pouch** – Please use the Idea Paint markers on all dry erase walls in the MSLC (please do not use Expos!). There is an eraser and 2+ markers in each pouch. If you need new markers or another type of eraser (cloths, water spray bottle for cleaning), please ask the Ambassadors as they have spare items available for use.
- **Course sign** – Please place the sign displaying your discipline and course number for which you are supporting on your table during your hours in the MSLC.
- **Lanyard** – We have lanyards with disciplines (MATH, CHEM, etc.) and position titles (Tutor, TA, etc.) available for use in the MSLC. These will help students identify support staff around the Center.

4 – Choose a table in the appropriate discipline area

The MSLC has been divided by discipline, with MATH, BIOS, CHEM, and PHYS each occupying a specific region of the Center. In some areas, specific courses have been assigned sections/rooms, and staff hosting group sessions (MATH Learning Assistants and SCIENCE Peer Leaders) have priority in those areas. If no one is schedule to use that section during your hour, you are more than welcome to utilize that space. Please choose an area and table size that is most appropriate for the support you are providing. If you need assistance in finding an available table or a space to accommodate your group while working in the MSLC, please ask an Ambassador (MSLC student team). They will help you find appropriate seating and help move tables as needed.

CHECK OUT STEPS

1 – Please erase any walls or boards used during your session.

We really appreciate your assistance in maintaining the MSLC!

2 – Please return all supplies to the front desk.

Please return your marker pouch, sign, lanyard and any additional resources to the front desk.

3 – Please sign out on the paper sheets at the front desk

This will enable us to better assist students as they search for support staff and provide a better sense of who is in the center at any given time. We completely understand there are times when staff may need to leave prior to the end of their session, and we appreciate you letting us know whenever you end your session.

SCHEDULING

All scheduled academic support sessions (Peer Led Study Groups, office hours, etc.) are posted online at <http://mlsc.uic.edu> and physically on the walls just inside each entrance of the MSLC. If you notice an error in your scheduled hours or need to change your scheduled hours, please email the Director at dlubi@uic.edu. If you would like to schedule additional review sessions or large group sessions utilizing the SES 221 “fishbowl” space, please first check

for availability on the room Google Calendar (link found on MSLC website under the “Info for Staff” tab), and then contact your Subject Area Coordinator to assist with scheduling.

PLEASE HELP US INTRODUCE STUDENTS TO THE MSLC

We really appreciate any help you may provide in raising awareness for the wonderful, free, academic support services provided by the MSLC. Here are a few examples of ways in which you may help us share information about the MSLC:

- post information about the MSLC on your Blackboard site (info PDF can be found on the MSLC website, staff tab)
- post flyers for the Center or MSLC events near your office / in your Department
- bring your students to the MSLC during a Discussion session
- have your class visit the MSLC as part of a class assignment (ex: *have homework checked by a TA during office hours, have students gain a signature of a staff member during an office hour visit, add an extra credit assignment to visit the Center or identify academic support options/hours for your course using the MSLC schedules posted online/in the Center, provide a scavenger hunt on campus to have students identify/visit support Centers, etc.*)

TIPS FOR ENGAGING STUDENTS IN THE MSLC

The MSLC is a unique environment to host office hours and study sessions. Here are a few tips to engage students in this shared space:

- **Greet students with a smile!** As simple as this sounds, it can make a huge difference! Please display a welcoming demeanor when present in the MSLC and please demonstrate respect for others as well as the space itself. When people feel more comfortable and welcome in a space, they are more likely to ask questions and actively participate in learning. Please help us in providing this open environment for learning.
- **Ask students how you may help them.** If you see students wandering around, please engage them and ask if they need assistance in finding the appropriate support. We have Ambassadors working in the space to help students locate support providers, but we could really use everyone’s assistance in directing students.
- **Listen and be patient.** Students will display learning styles as diverse as instructors’ teaching styles, so please provide students space to ask questions and be patient with them. Please try to view things from the students’ perspectives and be understanding of their struggles both inside and outside the classroom. Please listen to their questions and if they
- **Be creative in your approach when group sizes grow.** During any hour in the MSLC, you may have groups ranging from one student to 10+ who are visiting you for course assistance. This can be particularly challenging as each student has a set of questions they hope to have answered during that time. To reach each student, you may want to try different strategies depending on the group size/topics, and here are a few ideas to assist when the group sizes grow (ex: *allow each group member to ask at least one question before moving on to the second round of questions, survey the group at the start to find common topics/themes that you can work through together, have students work in pairs to answer each other’s questions and then double check their work/answer additional questions, partner with another service provider supporting students during that hour to divide your large group*).

Please contact the MSLC Leadership Team if you would like any tips for working with student groups anytime!

- **Let us know how we can help you!** Our staff is here to support your important work, so please reach out if there is anything we can do to help make your job in the MSLC easier or if there are any additional supplies we may provide at any time. Please contact or stop by the Director’s office anytime.
- **Stronger Together.** We all work as one large team in this space and appreciate the time, expertise, and support each member gives. *Many thanks and cheers to you! We are so grateful to have you as a member of our team!*