Mason LIFE Program Quick Reference Contact Information - Fall 2011

Address:
Mason LIFE Program
George Mason University
4400 University Drive, MSN 1F2
Fairfax, VA 22030

Keller Institute for Human disAblilities; Finley Building:
KIHD Phone: (703) 993-3670, on-campus 3-3670 (reception)
KIHD Fax: (703) 993-3681 (Finley Bldg.)

Mason LIFE Program, Aquia Building, Suite 230:
Office Manager:
Lynne Paraggio: Main Office phone: (703) 993-3905, on-campus 3-3905
Cell for emergencies: (571) 216-1610
E-mail: lparaggi@gmu.edu

Classrooms: Aquia Building Rm. 213, AT Lab 219
Finley Building, Rm. 114

Director:
Dr. Heidi J. Graff: office (703) 993-8036, on-campus 3-8036
Cell for emergencies: (703) 401-0487
E-mail: hgraff@gmu.edu

Academic Coordinator:
Mrs. Karen M. Ingram, M.Ed.; office (703) 993-9593, on-campus 3-9593
Cell for emergencies: (703) 597-9006
E-mail: kingram@gmu.edu

University Coordinator:
Mrs. Kudy Giwa-Lawal, M.Ed.; office (703) 993-1902, on-campus 3-1902
Cell for emergencies: (703) 861-3690
E-mail: kgiwa@gmu.edu

Employment Coordinator:
Ms. Jen Labbe, M.Ed.: office (703) 993-1902, on-campus 3-1902
Cell for contact: (703) 307-2054
E-mail: JLabbe@gmu.edu
Employment Liaison:
Mr. Suri Raut
Cell for contact: (703) 371-3703
E-mail: sraut@masonlive.gmu.edu

Community Integration Liaison:
Mrs. Lauren Lee
Cell for contact: (202) 276-3113
E-mail: lsoljanl@masonlive.gmu.edu

*See Instructor Contact Sheet and Blackboard for more information
A Mason LIFE Instructor:

- Must be graduate or undergraduate student studying Special Education or a related field (Recreation, Health and Tourism, Psychology, Social Work…). A student may co-teach in selected areas with permission of the Program Director.

- Must work determined 20 hours per week (*10 if approved) between the hours of 8:15am and 3:00pm (preferably 3 days per week). For both Fall and Spring semesters, this position begins one week before the “first day of classes” (as listed on the GMU Academic Calendar) and ends one week after the “last day of classes” (as listed on the GMU Academic Calendar). A mandatory training period will be held.

Job Duties:

- **Design assigned Mason LIFE classes** for students with intellectual and developmental disabilities.

- **Write syllabi (with rubrics) and lesson plans** for classes where you are the lead instructor.

- **Create (1) “back-up” lesson plan for each class** you teach for use when you are absent.

- **Complete rubrics** at the end of the semester.

- **File all materials the week prior to teaching.** 1 set electronically to: masonlife@gmu.edu, 1 set hardcopy in large black binders in noted sections.

- **Teach Mason LIFE classes**, adapting the instruction as needed.

- **Arrive prepared to teach** 10 minutes before class is to begin.

- **Own classroom and kitchen use**: maintain clean surrounds and involve students in respect of property and pride of ownership as well.

- **Relay materials supply needs** to staff for ordering purposes. Expect sufficient time for delivery.
• **Copy class materials** (25 copies) using the shared floor copier located in the small room by the elevator. The MLP keycard is located in the office suite and hangs on a lanyard. *Larger print jobs should be sent to the Johnson Center copy center.* Please keep personal copies to a minimum.

• Respectfully collaborate with other Mason LIFE instructors, as needed.

• Actively assist in classes where you are the secondary instructor.

• Attend weekly planning meetings with the Mason LIFE Academic Coordinator.

• Attend weekly staff meetings.

• Communicate with parents/families regarding academic concerns of students. Encourage students to communicate independently whenever possible.

• Monitor and encourage student safety and self-care practices. *Specific students may be assigned to your caseload.*

• Model and encourage appropriate social interactions. ***Be friendly, not friends.***

• Communicate observations of social concern (e.g. inappropriate behavior) to Lead Instructor or Mason LIFE staff when they occur. These concerns can be added to our staff meeting discussion items.

• Serve as an academic role model.

• Exhibit a positive attitude and project enthusiasm.

• Respectfully complete other duties as assigned by the Academic Coordinator or the Program Director.

**In addition, Mason LIFE Assistant Instructor Job Duties include:**
*Mentors may fulfill all capacities EXCEPT a teaching role.*

- **Demonstrate initiative and assist the Lead Instructor** in assigned classes.

- **Follow and support the Lead Instructor** by reinforcing instruction with students either collectively (groups) or individually.

- **Work with students to enhance individual skill development** when required. Encourage students to complete products independently.

- **Help prepare and distribute materials.**

- **Teach Mason LIFE classes, when necessary,** (e.g. absence) for Lead Instructor.
Mason LIFE Program Staff Responsibilities

Fall 2011

- If you need to call out sick, please call (703) 993-3905 by 7:00am and leave a message. **This is VERY important!**

- Those serving with the Program Employment Coordinator, Ms. Jen Labbe, must call her (office) (703) 993-1902 or (cell) (703) 307-2054 OR the Employment Liaison, Mr. Suri Raut, (cell) (703) 371-3703 and communicate an absence to directly as early as possible. An Employment Assistant Handbook is available to view procedural practices.

- If Mason is closed, the Mason LIFE Program is closed. Call (703) 993-1000, check the website [www.gmu.edu](http://www.gmu.edu) or listen for the Mason announcement on the radio or TV. Mason sometimes changes its decision, so please keep verifying until the time you leave home.

- **When you schedule personal appointments**, please try to plan them outside of Mason LIFE work hours if at all possible. If this is not feasible, let staff know in advance that you will be out by e-mailing the Office Manager and CC-ing other appropriate related staff.

- **Check e-mail often** for Program communications. Practice “netiquette” (etiquette for Internet communication) in all e-mail correspondence. Write using professional language and descriptions, no abbreviations or slang.

- **Manage time wisely**: personal coursework/studying is to be completed on personal time.

- **Texting and phone calls are not permitted** during scheduled work periods. This includes during class sessions, staff meetings, and instructor meetings.

- **Dress code**: Appropriate casual attire is acceptable, however, revealing clothing (low cut tops/bottoms) does not uphold
professional standards. More professional attire may be requested when visitors view program.

- **Compensated Mason LIFE staff** are not permitted to communicate via social networks (no MySpace, FaceBook …). Staff are to uphold professional leadership practices while a member of the Mason LIFE Program.

- **Be mindful of personal and professional etiquette**: personal conversations, to include inappropriate language, are to be conducted on personal time and not in an environment where Mason LIFE students may be privy.

- **Keep confidential information** about a Mason LIFE student disability. Information is shared within program context for instructional practices.

- **ALL visitors (friends)** to the Mason LIFE Program **must be approved**. Guests after hours are to be introduced.

- **Keep personal belongings with you** at all times. The Mason LIFE Program is not responsible for these items.

- **Keep the classroom doors closed** when not in use. Theft takes place when there is an opportunity. Reoccurring thefts have been evidenced on campus.

- **Follow Mason policies** regarding professional use of the telephone and fax machine and responsible computing. [http://www.gmu.edu/facstaff/policy/newpolicy/](http://www.gmu.edu/facstaff/policy/newpolicy/)

- **Compensated individuals who complete timesheets** must **only** submit for time on the job. Timesheets need to be submitted upon Patriot web reminder. Do not wait for a second reminder.

- **Tuition Reimbursement procedure** is as following: pay your tuition bill. Submit invoice/statement/receipt to the Mason LIFE office manager, Mrs. Lynne Paraggio. She will then forward the information to our business manager, Elaine Miller, who will pay the bill. After
the monies have been posted, you may then seek a refund for the amount, or roll it over for another semester with permission from the Student Accounts office.

- **Supply own flash drive** to store teaching materials. Model safe storage/keeping practices for Mason LIFE Program students.

I have read and agree to abide by the Mason LIFE Program duties and responsibilities as set forth and will fulfill my role as Instructor to the best of my ability:

Staff Signature: ______________________________  Date:____________