

Themis Research Journal Vol VII

	http://scholarworks.sjsu.edu/themis/
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	Health Building 127
	Thursdays 1:30-4:00

Computer labs for student use are available in the Academic Success Center located on the 1st floor of Clark Hall and on the 2nd floor of the Student Union. Additional computer labs may be available in your department/college. Computers are also available in the Martin Luther King Library. A wide variety of audio-visual equipment is available for student checkout from Media Services located in IRC 112. These items include digital and VHS camcorders, VHS and Beta video players, 16 mm, slide, overhead, DVD, CD, and audiotape players, sound systems, wireless microphones, projection screens and monitors.

University Help Desk is the first point of contact for service and support to help you with password resets, login issues, email support and account requests. University Help Desk is located in Clark Hall, Room 102. Phone: 408.924.2377 Email:

Week	Date	Topics and Deadlines
1	1/24	<p>Required Meeting: 526 MacQuarrie Hall, 12:30pm-3:30pm Come by for 30 min during this window (or schedule <i>Course Overview, Introductions, Style, References, Guidelines, Deadlines</i></p> <p>Managing Editors: Distribute 1st round of submissions on Canvas Associate Editors: Familiarize yourself with Canvas and forms. Critically evaluate first round of submissions for clarity, cohesion, content, accuracy, and writing mechanics. Fill out evaluation forms.</p>
2	1/31	<p>Remember to post questions to Q&A board!</p> <p>Associate Editors: Complete evaluations. Upload completed evaluation forms by Sunday 2/3 at midnight.</p> <p>Managing Editors: Collect evaluation forms. Distribute 2nd round of submissions.</p>