



*January 9, 2023*

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**RESPONSIBLE CONDUCT OF RESEARCH TRAINING (RCR)**

All Montana Tech employees and students engaged in research activities must attend RCR training every 3 years. RCR training is now offered online via CITI Programs. Please email [grants@mtech.edu](mailto:grants@mtech.edu) for detailed instructions to set up a new user account.

**TESTING**

The Academic Center for Excellence (ACE) offers a testing center for accommodated and makeup exams and placement tests. Our operating hours are Monday-Friday from 9:00 am to 5:00 pm. If you would like to schedule a student to take an exam at ACE, please fill out the [Test Request Form](#) at least 3 days in advance. For faculty who have used the Test Request Form before, use this new link instead of the old one, which is no longer accessible.

## SERVICE ANIMALS

A reminder to all faculty and staff that a service animal (dog or miniature horse) is allowed anywhere on campus, including labs, common spaces, and the residence halls, so long as it is with the student who owns it, and the area is not dangerous to the animal. Faculty and staff may only ask students with service animals two questions:

1. Is the dog a service animal required because of a disability?
2. What work or task has the dog been trained to perform?

The only time a service animal may be removed from an area is if it is causing major disruptions (ex. destroying property, uncontrollable behavior) or posing a direct threat of physical harm. Faculty and staff may not request the student present documentation for the animal, nor ask the student to have the animal perform the work or tasks it has been trained to do. Services animals are different from assistance/emotional support animals. It is ILLEGAL in the state of Montana for someone to pretend their assistance animal is a service animal. If you have any questions or concerns about testing, service animals, or anything else related to Disability Services, do not hesitate to contact Shauna Goodell.

## ACCESSIBILITY IN THE CLASSROOM

Please see the Disability Services website for some easy steps you can take to create more accessible courses for this upcoming semester. Your students will thank you!

## WELLNESS CLASSES

The following wellness classes will take place this semester:

- Pilates at noon every Tuesday in HPER Dance Room 140-141
- Wednesday wellness walks, meet outside SUB at noon on Wednesdays
- Yoga at noon every Friday in HPER Dance Studio 140-141

## MINERAL MUSEUM OPEN HOUSE

The Montana Tech Mineral Museum, located on the 3rd floor of the Museum Building, will be holding an open house on **January 19** from 4:00 pm to 8:00 pm. The open house will feature a stunning collection of Montana Moss Agates on loan to celebrate the Montana Bureau of Mines & Geology's 2023 calendar. The event will also include a presentation featuring Gary Icopini from the MMBG and raffles on the half hour as well as light snacks and a cash bar. For more information, please contact Steve Quane, Museum Director, at 406.496.4634 or squane@mtech.edu.

## LEAD PROFESSIONAL DEVELOPMENT SESSION

Do you have questions about crafting email messages or want to make your email communication more compelling? If so, plan to attend the next LEAD professional development session, scheduled for **January 26 from 12:30 to 1:30 pm** in Engineering Hall room 106. During the session, Writing Program instructors Dawn Atkinson and Stacey Corbitt will provide practical tips for composing effective emails.

## NORTHWESTERN ENERGY MEET-AND-GREET

Students can drop in to speak with NWE representatives in the Copper Lounge on **January 12** from 10:00 am - 3:00 pm.

### SPRING 2023 CAREER FAIR

Help your students get ready for the Spring 2023 Career Fair on **January 31!** This year's fair will be held in the HPER from 8:00 am–2:30 pm. Students can register ahead of time and receive a pre-printed name tag. Let students know how important it is to make connections with employers who will be there. Students can start to make a plan today with the Career Fair + app (either from a desktop or mobile device).

### CENTERING INDIGENOUS KNOWLEDGE WEBINAR SERIES

An eight-part Centering Indigenous Knowledge Webinar Series will run during **February and March 2023** with weekly installments on Wednesdays at noon. Registration is free.

### ADVANCING TECH FORUM

Mark your calendars for the first Advancing Montana Tech Forum of 2023. The forum will be held on **February 8, 2023** at 3:00 pm in the Lance Leadership Hall in the Student Success Center.



## UPCOMING EVENTS

*2023 holidays can be found here.*

### JANUARY

**12**

Turnitin Training Session | 12:00 until 1:30 pm | Engineering Hall 106  
NorthWestern Energy Student Meet & Greet | 10:00 am-3:00 pm | Copper Lounge  
Women's basketball vs MSU Northern | 5:00 pm | HPER  
Men's basketball vs MSU Northern | 7:00 pm | HPER (Championship Banner Raising Night)

**13-14**

Speech and Debate Meet (needs volunteers) | Butte High School | [Sign up here](#)

**16**

Martin Luther King Day (holiday)

**19**

Mineral Museum Open House | 4:00-8:00 pm | Mineral Museum

**20-22**

Snoflinga (needs volunteers) | Email [snoflingamt@gmail.com](mailto:snoflingamt@gmail.com)

**25**

Montana Recovery Resources Symposium | 8:30 am to 5:00 pm | [Register here](#)

26

Women's basketball vs University of Providence | 5:00 pm | HPER  
Men's basketball vs University of Providence | 7:00 pm | HPER

## FEBRUARY

8

Advancing Montana Tech Forum | 3:00 pm | SSC Lance Leadership Hall

