

The Environmental Task Force Professor's Guide: How to **Green Your Classroom**

Help us make MIIS a sustainable campus. We are looking to professors to help us carry out some of our campus greening goals. Here's what you can do:

CONSERVE PAPER

Don't forget that posting handouts on your course conference is a great way to conserve paper. If you post a document on First Class but still plan to print it out for students, let students know so they don't also print out a copy for themselves. Also, when you do distribute handouts, be sure that they are double-sided.

SAVE ELECTRICITY

Don't forget to turn off any lights or electronic equipment in your office and in the classrooms once you are done using them. You can always designate a student to be responsible for turning off the lights and classroom computer at the end of class.

CAP THOSE MARKERS

Try to conserve classroom resources, particularly white board markers. Just by remembering to put the caps on white board markers, you can reduce waste, the costs of replacing the markers and the annoyance of professors who can't find functional markers in their classrooms.

RECYCLING CANS

Make sure that your office and classrooms always have a recycling bin. If they don't, please send an email to Maintenance@miis.edu.

GREEN EVENTS

If you are coordinating any forums, conferences, or presentations on campus, don't forget to check out the Environmental Task Force's Guide for Green Events. To obtain a copy, send an email to the Environmental Task Force or contact Student Services.

For more information about how you can help make MIIS a sustainable campus, send an email via First Class to "Environmental Task Force"