	SKILLS CENTER **STANDARD OPERATING PROCEDURE**	**A BIOFIZZ** **PRODUCTON**
Intro Lab Meeting **Module Hours: 0.5**	**Effective Date: 1/9/2025** **PRQs: None**	**Revision 1.0** **Author: Proctors** **Checked by** **Editor: Proctors**

1. Purpose

1.1. The purpose of this SOP is to ensure that SkillsCenter students are familiar with the basic operations, course requirements, grading criteria and resources.

2. Scope

2.1. This procedure applies to all SkillsCenter students

3. Responsibility

3.1. It is the responsibility of the user to read and understand how the SkillsCenter course is operated and how and where to seek assistance.

4. Definitions

4.1. MMT: Module Methods Task
4.2. TEAMS: The Microsoft TEAMS application that is used for communicating
4.3. Clustermarket: The online scheduling software for booking SkillsCenter resources.
4.4. SOP Template: The downloadable Microsoft word document used for creating your SOP submissions
4.5. SkillsCenter Website: Online resource for obtaining module SOPs, proctor hours, FAQs, etc.
4.6. MMT Dropbox: The online site where you deposit your completed MMTs.
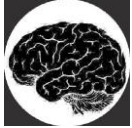
5. Materials/Equipment

5.1. SOP template:
https://skillscenter.colorado.edu/assets/files/SC_MMT_Template_V2.0.docx
5.2. MMT Dropbox: https://cuboulder.qualtrics.com/jfe/form/SV_a058BUjeGFNnXYq
5.3. Module tree: https://skillscenter.colorado.edu/flow.html
5.4. Course Website: https://skillscenter.colorado.edu/

6. Recipes

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- Not applicable

7. General Procedures

7.1. Download an SOP from the course website
7.2. Download and save the MMT template
7.3. Edit the MMT template to include your name, course (1234 or 3456) and your student ID
7.4. Complete the MMT

8. Troubleshooting

8.1. I cannot access TEAMs: Make sure you are logged in with your CU account
8.2. I don't see the Procter hours: Make sure you are logged in with your CU account.
8.3. I get an error when uploading my SOP file: Are you uploading a .docx file and not a PDF?
8.4. I am confused: See a proctor during the first week of class

9. References

The SkillsCenter: Creating scalable research opportunities for STEM students
Hazlett, Zachary et al. Cell, Volume 187, Issue 11, 2682 – 2686.
https://www.cell.com/cell/fulltext/S0092-8674(24)00412-4

10. Module Methods Task (MMTs)

10.1 Read the Intro Session slides

10.2 Download the MMT template that will be used to submit the question below.

10.3 What are the 5 key items you must address with each MMT submission (excluding this SOP and the Skills Center Safety SOP)?

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10.4 How many credit hours of this course are you registered for?

10.5 How many module hours will this require?

10.6 What is a set of modules that will meet this requirement.

10.7 What is a PRQ?

10.8 How many modules are you required to submit every 2 weeks?

10.9 What are the primary components of your grade and their associated grade percentages?

10.10 Can you book lab resources outside of proctor hours?

10.11 How would you book lab resources?

10.12 How would you know when proctor hours are held?

10.13 What are the 3 online resources needed for this course?

10.14 What is a Linked Lab?

10.15 When are lab meetings held?

10.16 How could you get extra credit for this course?

10.17 If you are in 3456, how many seminar reports must you complete for the semester?

10.17 If you are in 3456, you can create a new SOP. What skill would you be most interested in making an SOP for? Why?

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