Office Staff – Donna Marshall is the executive director. You may contact her at (207) 725-4900; or by email: mscoffice@midcoastseniorcollege.org.

Internet at MSC:
Connect to: MSC Burbank or MSC Burbank 5-G
Password: Msc29burbank

Building Use—MSC has two offices and the classroom wing at 29 Burbank, Brunswick. The two offices are Donna’s office and a volunteer office and are in the main part of the building. The classroom wing contains three classrooms, a small lounge, restrooms and a storage closet. Please use the restrooms and facilities in this wing.

Course Liaison – A liaison is a class member who can assist the instructor during the course. A student will be assigned to your class to assist you in setting out tent cards and returning them to your mailbox, handing out any material, executing the course feedback forms, etc. You may wish to speak to your liaison about which tasks you would like them to do and which tasks you prefer to do yourself.

Student Communication – A class list containing the names of enrolled students, their email addresses and telephone numbers, is distributed in advance of the beginning of each term. A digital version is provided to instructors by the MSC office so that email addresses can be copied and pasted into their communications with students. (Please BCC all students.)

Course Website – Instructors can create a course website accessible on the MSC website to publish course information, such as syllabus, assignments, links, and other course-related material. For more information, contact:
Donna Marshall (725-4900 or mscoffice@midcoastseniorcollege.org)

Copying of Material -- Copying of material should be done by the MSC office. We encourage instructors to rely less on paper hand-outs, however. Material can be uploaded to your course website for students to read, and to print, if they desire. If you do submit material to the office to be copied please allow one week for the work to be completed.

Class Break – We have a small lounge area and will provide coffee and hot water with tea, etc., for students. A donation is appreciated to support this service. Please allow students a 10-minute break. (Note: The lounge area is small; it may be desirable for classes to coordinate their breaks so that more than one class does not have their break at the same time.)

Technical and Audio-Visual Support – Classrooms #1 and #3 have new Epson projectors and interactive white boards. We have available a PC laptop and chromebooks. If you prefer, you may bring your own computer or thumb drive. Classroom #2 has a smart tv. In addition, supplemental audio equipment may be requested for amplification of instructor’s voice. New and returning faculty should advise the MSC office of special requests for equipment. We encourage faculty members to check out the equipment before classes begin. Please contact Harry Hopcroft to schedule an appointment. Harry Hopcroft: hopcroft@techmanage.biz