



## ► **Reservation Policy : Hellems 152 (PC classroom)**

- 1. Hellems 152 overview:** Hellems 152 is a PC classroom equipped with the latest technology including 24 Dell computers, multi system VCR and DVD players, and an overhead data projector. Language faculty, instructors, and graduate student TAs and GPTIs may reserve the room for class sessions that require usage of the computers or media equipment. Reservations are made on a first-come, first-serve basis. Instructors of foreign language film classes are also eligible to reserve the room. Instructors of classes not related to foreign language study may reserve the room not more than two weeks prior to the requested reserve date on a space-available basis. ALTEC reserves the right to prioritize language class use of the classroom over non-language class use. The classroom opens at 8:00 a.m. and closes according to the Multimedia Library schedule, which varies by semester and day of the week.
- 2. Room reservations for consecutive classes:** New in Fall of 2014 is our policy on room reservations for consecutive classes: The PC classroom may be reserved for an unlimited number of consecutive class periods (thus, an entire semester) but such semester reservations are limited to classes which meet from 9 a.m. to 3 p.m. This will allow language instructors to plan technology-centered projects that span multiple class periods.
- 3. Familiarization with equipment:** Prior to a classroom session, instructors will undergo a brief orientation given by an ALTEC staff member. This orientation serves to familiarize the reserving instructor with room capabilities, to demonstrate proper operation procedures for the multi-media equipment, and to identify problems/ compatibility issues before class begins. This orientation may take place at the time the reservation is made or ten minutes before the reserved class time, whichever is agreed upon. Instructors and students must leave the room according to the schedule to allow the following class to begin on time; therefore, instructors should ensure that students have adequate time to complete and print assignments before the end of class. Reservations on weekends or outside of regular ALTEC operating hours will require additional orientation by the resources coordinator to address security issues.
- 4. Supervision:** Instructors must be present in the PC classroom for the entire session. Reserving the classroom for students to watch a film without the instructor in attendance is not permitted. ALTEC staff will not be responsible for the supervision of students during a class session.
- 5.** This policy is effective May 15, 2014.