POLICIES FOR USE OF SCIENCE HALL 1053

Scheduling and Priority

Those instructors who request SH 1053 should be prepared to describe how they plan to optimize the features of the room. Those who plan to use the collaborative features of the space will be given first priority for the room assignment. Should there be more than one instructor requesting the space for the same time-slot, the instructor who is optimizing the features of the room will be given first choice. Faculty who request 1053 should consult https://my.canisius.edu/web/media-center/sh1053 for further information.

The proposals for use of the room will be reviewed by the Student Records Office and a representative of the Media Center.

Room Setup

The default set up will be with the tables circled around each display cart. Instructors who wish a different configuration will be required to arrange the room to their specifications on their own; they are encouraged to “train” their students to move the desks and chairs into the configuration they need for their classes.

Instructors will not be required to “leave the room as they found it;” rather, they should expect to configure the room to their needs. (See “Etiquette” below).

Room Access

Each semester instructors will be given swipe access to the room. The access will be removed from their cards at the conclusion of the semester (unless they are assigned to the room in the next semester). Keys for the laptop cart can be signed out to each instructor upon request at the ITS Administrative Associate Desk (SH 002) during regular business hours (8:30 AM – 4:30 PM, Monday – Friday). Keys should be returned at the conclusion of the semester (unless the instructor is assigned to the room the next semester).

Training

Instructors who are assigned to teach for the first time in SH 1053 are strongly encouraged to attend a brief training session with the Media Center staff in order to acquaint themselves with the features of the rooms.

Etiquette

- **Arrangement**: The room default arrangement is with tables gathered around each display; however, the tables and chairs can be moved in a variety of configurations. It will be the responsibility of the instructor to arrange the room to accommodate his or her instructional needs.

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Etiquette (continued)

- **Time Management**: Because instructors will need time to rearrange the room, it is important that all instructors adhere strictly to the time limit for classes, especially for MWF classes when there are only ten minutes between classes. In order to answer questions or work with students after the official end of the class time, instructors are encouraged to adjourn to any of the common spaces in Science Hall—either the Atrium (in the center of the building) or the Student Commons to the west of the classroom.

- **Equipment**: All equipment should be fully powered down unless the instructor after you has requested it to stay on. Please encourage students to follow the guidelines below to help prevent damage to the cables and eliminate potential tripping hazards:
  
  - Students who use the VGA and HDMI cables to connect a laptop to a cart should be encouraged to place them back on the cart after class ends.
  
  - Students who use the power cords attached to each table should disconnect them from a floor or wall outlet before moving their table. When not in use, the power cords can be secured to the bottom of the table with the attached Velcro strip.
  
  - The power strips located on the floor near each cart can remain on the floor.

- **Trash**: Please see to it that students dispose of their trash—bottles, wrappers, etc. as they leave.

Non-Class Events

When making reservations, sponsors of events should be routed to the Media Center for training and the ITS Help Desk for access to laptops and passwords. For first time users, training will be required for those conducting sessions in the room.

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