



-STUDENT COPY-

Language Lab Protocol Agreement

READ *before* using the lab

1. **T221** is for Language Lab practice/homework. **T220** is only for classes taught by **World Languages and ELI** instructors.
2. These labs (T220 – T221) are designed for **World Languages and ELI** faculty and students to do assignments for ELI or World Languages. Avoid using these labs for *personal* email, access to social network, etc. There are other labs on campus that you could use instead.
3. Food and drinks are not allowed in the labs -NO GUM CHEWING IN THESE LABS as the equipment is very delicate –and accidents *DO* happen.
4. **During Language Lab (LL) practice/homework hours (in T221)**, sign-in on the “Language Lab Users” clipboard placed on the language specialist’s desk. Write *your name*, your *instructor’s name*, today’s *date*, and *time in* BEFORE you use the computers. When you are done, do not forget to write the *time out*.
5. Please BE RESPECTFUL to other users while using the lab. No cell phone usage for conversations.
6. If you need help during lab hours, talk with the *student worker* Kendra Anderson (daytime) or the *Language Lab Specialist*, Sandra Aguilera (evening). An instructor who is teaching a class won’t be able to help.
7. Respect for equipment, machines and software is of the utmost importance. Do not write on desks and **please leave the equipment as you found it**.
8. Take your belongings with you -if you need to leave for more than 10 minutes.
9. Any video and audio material saved in the internal network in the labs may not be copied or transmitted **in any form**, without a permission from the instructor.
10. Oral practices and/or assessments, collected in the lab, could be used by World Languages or ELI departments for academic purposes.
11. We are committed and always glad to help you! Please follow and respect the lab’s protocol and these facilities.