

Computer Center Directions for Using Computer Classrooms to Support Teaching Internships

Passed in the 30th meeting of the Computer Promotion Committee on May 16, 1996

- I. The Computer Center (hereinafter referred to as the “Center”) of NCCU established these Directions to effectively support teaching internships.
- II. The existing space and equipment of the Center may be provided in time slots and give priority to students taking computer-related internship and application courses.
- III. Applications to reserve computer classrooms in the current semester will be accepted starting from the date the Instruction Resources Section of the Office of Academic Affairs begins accepting applications for class schedules from each department.
- IV. Each course is generally allowed to reserve up to two hours per week.
- V. If two courses attempt to reserve the same time slot, priority will be given to the course offered by a department and college that both do not have a computer classroom.
- VI. Instructors or teaching assistants are required to go to the internship classroom to test the required software and hardware one week before class, and must be present in person during the internship class.
- VII. If a reservation was not made at the start of the semester, an application must be submitted one week in advance to use a computer classroom. If another class is already scheduled for the time slot of the application, then the class already scheduled will take priority.
- VIII. If an instructor or teaching assistant wants to cancel a scheduled class, they must notify the Center one week in advance so that it can be used by other units.
- IX. These Directions shall be implemented after being passed by the Computer Promotion Committee and approved by the president. The same shall apply to subsequent amendments.