Request for WZ 307 CHHS Computer Classroom as regular meeting location for a class

The CHHS Computer Classroom was designed for use as a laboratory for students to use the computer terminals and software. The room is not intended for use as a smart classroom. Classes scheduled to meet in the room on a regular basis prevent other users from scheduling the room for classes in which students need to work on the terminals only a few times in the semester. In recent semesters, professors wanting to schedule 3-4 class sessions in the room have been unable to do so because the room was booked by regular classes.

The purpose of this form is to identify how the room is being used and give priority use to classes where students need to use the computers most days and most of the day when the class is scheduled in the room.

COURSE INFORMATION:

Semester/Year:
Course Title:
Class Size:
Course/Section Number (i.e. AHPH 301):
Instructor:
Meeting Days/Time Lab Requested:
Start Date: End Date:
Will you need the room for Finals during finals week?

STUDENT USE OF THE COMPUTER TERMINALS

Please briefly describe how the computer technology in WZ 307 is essential to teaching the class.

What percentage of class sessions will all the students in the class are using the computer terminals? (e.g. 25%, 75%, 100%)
What percentage of those class sessions will students be logged on to the computer terminals? (e.g. 80% of class sessions)

Do you have other specific needs for using this room?

TO BE COMPLETED BY THE COURSE INSTRUCTOR

ALL REQUESTS DUE TO Jennifer Ridge (jridge@niu.edu) at the time classes are scheduled.

We will not schedule your classes in the room until we have received this form.

As in the past, instructors will be able to schedule specific class meetings in the classroom using the online calendar on our college website. We will inform you by email when you can schedule for each upcoming semester.

NOTE: If you observe that something in the room is not working when your class meets, please click on the Computer Support icon on the desktop to submit the problem. If the instructor computer is non-functional please contact 815-753-8100 to submit the problem.