

CODE OF BEHAVIOR FOR THE MULTIMEDIA LANGUAGE CENTER

To make your visit to the Language Center more pleasant, please familiarize yourself with the present code of behavior. Our friendly staff will be happy to help you anyway they can.

SIGN-IN AND OUT/ID REQUIRED

Please, sign-in at the front desk with the Consultant on duty, giving him/her your ID (electronic sign-in procedure): do not forget to mention to the consultant for which language and/or specific class you are using the Center. Remember to sign-out, and get your ID back.

**PRIORITY FOR MODERN LANGUAGES & LITERATURES STUDENTS/
MULTIMEDIA ROOM EQUIPMENT RESERVATION**

Understandably, priority is given to Modern Languages & Literatures majors and minors and/or students currently enrolled in a course offered by the department of Modern Languages & Literatures (MLL) especially regarding the use of the equipment in the multimedia room where we have scanners, a DVD player, a VCR, TVs, two PCs, and four Macs, photo editing, video editing, and other language specific software. As a MLL student you can reserve any computer or equipment in this room by placing a request with a consultant at the front desk.

MATERIAL TO SIGN-OUT

Please, ask the Consultant on duty for the material you are requesting. Hand-in your ID, and have the Consultant sign you in. Sorry but the material cannot be removed from the Center. Don't forget to get your ID back upon your return of the material to a Consultant.

FOOD OR DRINK

Sorry but there is no food or drink allowed past the main Center entrance. Please, refrain from bringing any food/drink items or leave them on the counter in front of the sign which says, please leave all food and drinks here.

CELLULAR PHONE USAGE

Please be considerate of others and turn off your phone or set it to quiet mode so as not to disturb your fellow students. If you need to make or take a phone call, please step out of the language center.

HELP DESK (COUNTER)

There are two staff stations (one left of main counter, the other behind the counter). Please, direct all your questions to one of the consultant on duty. To avoid confusion, the area behind the counter is reserved for Center staff use. Consequently, the computers and printer in the same area are reserved for staff use. If you want to look at or borrow some material, please ask one of the Consultants for the item and they will be happy to give it to you.

PHONE CALLS VIA LANDLINE

Sorry but the phone is for staff use only. Of course, if you need to call Campus safety, put a request with a consultant right away and they will let you use the phone or place the call for you.

PRINTING

There is NO printing available in the Center. You can print in the three Steinmetz labs (for everyone), social sciences lab (for sociology major), in the psychology lab (for psychology major).

COMPUTER USE

Be considerate of others and leave the computer the way you would like to find it, also, please:

If you change the language setting to a language other than English, please remember to switch it back to English as the end of your session.

Do not change computer settings other than language settings, and volume control without asking a Center Consultant.

Do not download games, screensavers, and other non-academic material.

Remember to close all programs, delete your documents and downloads, and empty the recycle bin. Any file left on a computer will be deleted on a regular basis.

If you need to work on a term-long project, and need to keep large files on a machine, make an appointment with the Center director to discuss your needs.

CLASS SCHEDULE

Remember that the main computer lab might be closed for classes. If it is the case, you can use the multimedia room when no one has reserved the machines. The class schedule is posted on the website, and by the front desk. For the most current list, please consult the one by the front desk.

PRESENTATIONS

When coming to the center to give a presentation, please put your presentation on a USB key, a CD-Rom or, e-mail it to yourself so it can be retrieved easily. Please, come in 15 minutes early so we can set you up, and make sure everything is working properly to avoid last minute anxiety.

VOICE RECORDING

Ask the Center Consultant for a headset with microphone, and hand-in your ID. Every PC station in the lab has audacity (audio recording software) installed. This software is very easy to use in combination with the headset. Ask the Consultant on duty to plug in the headset for you if you do not know how to do this. If you have never use Audacity before, ask the Consultant to provide you with a "How to Record with Audacity" sheet. Bring a CD-Rom or USB key to save your file.

CENTER CONSULTANTS

If you have a question, don't hesitate to ask a Consultant. If they cannot help you, they will pass on your request to the Center Director. **Consultant's phone: 8363**

Center Director: Audrey Sartiaux

Phone : 6216

e-mail : sartiaua@union.edu