

NMWS Policies for Teachers

Room Reservations

Teachers who need access to a computer classroom to facilitate hands-on work with computers may reserve the New Media Writing Studio for up to four weeks of class sessions a semester, with the exception of the last two weeks of the semester when demand for open lab time is heaviest. Reservation requests must be sent to newmedia@tcu.edu as early as the beginning of the semester but no later than two weeks before the reservation dates. Reservations are honored on a first-come, first-served basis.

The Studio houses 19 pc and 3 Macintosh work stations, all equipped with Adobe Creative Suite 3 (which now includes Dreamweaver and Flash). One Mac also has Final Cut Pro. There is a scanner available for use in the Studio and color and black-and-white laser printers that run on the Pharos system. (Students must use their ids to access the printers.) We also have two digital still cameras, 10 digital video cameras, and 10 audio recorders that may be checked out by students or faculty for projects officially supported by the Studio. Faculty must arrange for the use of equipment in advance. A digital projector and screen can be operated from the computer nearest the phone. If you have more than 20 students in your class, consider bringing them to the Studio in groups.

If your class reservation is during regular Studio hours, the Studio will be closed to open lab users, but Studio staff will remain on duty. **If the staff is expected to provide instruction or support during a reserved class session, that request must be made at least three weeks prior to the reservation date.** Studio staff will make every effort to support your class project but not all Studio staff have equal expertise in all software.

Preparing to Teach New Media Writing Assignments

Teachers who assign new media writing projects should have some basic knowledge of the software products and design principles students will need to know and use. The New Media Writing Studio staff can assist teachers in learning and teaching these basics. Send all requests for services to newmedia@tcu.edu.

- Submit class reservation only requests two weeks in advance
- Submit requests for NMWS presentations or workshops three weeks in advance
- Submit requests for help with assignment design and software learning 4-6 weeks in advance

Open Lab Policies

NMWS is open as a lab for use by TCU students, faculty, and staff 30-40 hours a week each semester. Check our website www.newmedia.tcu.edu for our current hours and for lab closings due to class reservations. Please ask students to complete a User Form each time they visit the Studio.

Printing

The Studio houses a black-and-white and a color laser printer. Both operate on the Pharos printing system. Students receive 200 black and white pages for free per semester, after which they are charged \$.10 per page. Students are charged \$.90 per page for color copies. Teacher printing must be done through the teacher's station.