

**MEDIA UNION
North Campus**

Computer Training Rooms Available for Scheduling NOW

The Media Union on North Campus is now accepting applications for use of its computer Training Rooms for the 2002 Fall _____ term.

If you would like to use these rooms, please complete the application below and RETURN BY April 5. We will make our final scheduling decisions soon thereafter and get back to you by April 26.

There are two large Training Rooms, one housing Pentiums (running Windows), and the other Macintoshes. Up to 22 computers (half) of each of these rooms may be scheduled for regular weekly classes. The rooms are designed to give maximum control to the instructor, who can project his or her computer or laptop display from a projector onto a large screen.

These rooms are not intended to be used as full-semester classrooms unless computers are required for all sessions. They should be used for lab sessions or occasional blocks of time when hands-on instruction is appropriate. They can also be used for workshops, demonstrations, etc. on a one-time basis. If the activity for which the room is used charges a fee to the students (beyond tuition), then we charge a fee for use of the room (\$165/12 computers/half-day for UM-sponsored event; \$360/12 computers/half-day for outside use.)

A description of the Training Rooms, instructor's instructions, and lists of available software can be found at our Web site: www.ummu.umich.edu/facilities/trainingrooms

APPLICATION FOR USE OF MEDIA UNION TRAINING ROOMS: _____

Instructor's name _____

Instructor's email & phone _____

Course name and number _____

Technical contact at instructor's department (name & e-mail):

How many computers do you need? _____ (Please give the class minimum/maximum)

Macintosh or Pentium? _____

What software and version do you require? _____

Do you have this software? _____

Please note: software must to be provided *at least 2* weeks before its required use.

List exact date(s) and time(s) room is needed:

Please return application to:
Pam Dietz (pld@umich.edu),
2161 Media Union,
2281 Bonisteel Blvd,
Ann Arbor, MI 48109-2094

March 25, 2002