

Journalism Training Lab Policies!

- 1. No food or drink allowed in this room.**
- 2. Do not download any software, applications, or files not approved by the instructional developer. Also, do not attempt to adjust the preferences, including the homepage settings, on any computer. (Since this room is used for classes and workshops, it is essential that all computers are uniform.)**
- 3. If you plan on editing videos in this room, please remember to bring headphones so as to be courteous to others trying to get work done.**
- 4. You must remove all personal files from the computer's desktop when you are finished working as the desktop will be wiped clean at the end of each day. Transfer your files to a Flash drive (or check the storage & file transfer information sheet for other options).**
- 5. Please power down your computer when you are finished working.**
- 6. Remember to consult the training lab schedule to see when this room is open to Journalism students. There are reserved time slots for classes and workshops during which time the room will not be open for general study.**
- 7. To use the training lab when a scheduled class or workshop is not in session, please see Ms. Ryan in Room 426 to sign out a key.**