

## M3C ACCESS POLICY AND PROCEDURES FOR FACULTY

**Application for M3C Use in Courses:** Faculty interested in using the M3C in classroom instruction will need to submit a course proposal to Mark Olson (mark.olson@duke.edu) for review. M3C courses are held in the John Hope Franklin Center. Instructors interested in a one time only or occasional use of the M3C in a course should also contact Mark Olson.

**Room Reservations for M3C Courses:** Once a course has been approved, the instructor must contact Margaret Lawless (malawles@duke.edu or 668-1923) to request a classroom in the Franklin Center. Because classroom space is limited, M3C faculty must be flexible in scheduling their courses.

**M3C Instructor Training:** M3C course instructors are expected to be familiar with OS X and the particular applications they require for the course prior to submitting a course proposal. Faculty approved for using the M3C for classroom instruction must also obtain training in its use and policies. Contact Mark Olson (mark.olson@duke.edu) for more info on scheduling training sessions.

**Instructor Access Procedures for M3C Classroom Use:** Instructors and/or assistants need to prepare the M3C equipment 30 minutes prior to the scheduled class time. The Franklin Center receptionist or night manager (room 101) can provide access to the equipment. Instructors are responsible for all equipment during class time and should never leave the equipment unattended. Following each class, the instructor is responsible for insuring that all equipment is returned to the proper place.

**Instructor Access Procedures to Individual M3C Laptops:** Depending on the daily M3C schedule (see website), individual laptops may be checked out on a first come, first served basis, from Katie Watchman (018 Franklin Center), the receptionist or night manager. Laptops are not available one hour prior to the start of a M3C class. Instructors may also check out a laptop for the night or over a weekend, provided it is not required by a course and they must return it by 9 AM the following day (or Monday at 9 AM if checked out for the weekend).