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| <b><u>PURPOSE</u></b>                                      | The Language Laboratory at NEIU provides students and faculty with access to world languages and cultures through state of the art multimedia technology.   |
| <b><u>LOCATION</u></b>                                     | Library 4 <sup>th</sup> Floor Rooms 451, 450 and 449 around the corner from the Learning Center.  |
| <b><u>TELEPHONE</u></b>                                    | (773) 442-4753 (during open lab hours) or (773) 442-4752 (voice message anytime).   |
| <b><u>HOURS</u></b>  | Open hours and days are posted on the bulletin boards by the door of the lab and at <a href="http://www.neiu.edu/~fldept/flanglab/hours.htm">www.neiu.edu/~fldept/flanglab/hours.htm</a> . Schedule changes are posted on the bulletin boards on the lab's doors.   |
| <b><u>EQUIPMENT</u></b>                                    | <ul style="list-style-type: none"> <li>● 1 CAN-8 Virtual Lab Media Server and X-Class AV classroom presentation system</li> <li>● 1 NEC video/computer LCD projector and 1 Elmo document camera</li> <li>● 1 Sony portable video/computer LCD projector</li> <li>● 1 Panasonic multinational DVD player and 1 Panasonic multinational VHS player</li> <li>● 1 Panasonic DVD player and 2 Panasonic VHS players with 1 Sony 20 inch TV</li> <li>● 3 Sony VHS decks connected to PCs to view, capture and edit videos individually</li> <li>● 2 Eiki CD/cassette decks with headphones for listening to audio cassettes and CDs</li> <li>● 1 Panasonic VHS camcorder and tripod</li> <li>● 1 Sony HandyCam digital hard drive camcorder/photo camera</li> <li>● 38 Dell OptiPlex GX620 computers with DVD/CD drive/burners, video capture cards, Internet audio/video, foreign language instructional software, multilingual word processing and headphone-microphones for the CAN-8 X-Class virtual language lab</li> </ul>  |
| <b><u>MATERIALS</u></b>                                    | Internet video/audio broadcasts, instructional CD-ROM software, multilingual word processing, CDs, DVDs, VHS cassettes, audio cassettes, digital audio/video lessons, textbooks, workbooks and reference books in various languages. See the website and PC start menus for listings.   |
| <b><u>SERVICES</u></b>                                     | A Career Center bulletin board, books and publications provide info on language careers. Digital recordings of Foreign Language workbook lessons are on the CAN-8 server and also on the computers for listening in the lab. These audio lessons can be duplicated on cassettes or CDs for home use. Students requesting this material must supply their own <u>90 minute new and unused TDK, SONY or MAXELL</u> cassettes or any brand of CD-R disk for each lesson.   |
| <b><u>IMPORTANT RULES AND LAB USE POLICIES</u></b>         | <ul style="list-style-type: none"> <li>● <b>FOOD OR DRINKS ARE FORBIDDEN IN THE LANGUAGE LAB! NO EXCEPTIONS!</b></li> <li>● Workstations and help from lab staff is available first-come-first-served.</li> <li>● Students enrolled in Foreign Language courses are given priority for lab use.</li> <li>● Downloading, installing software and tampering with computers is forbidden.</li> <li>● Chat rooms, games and other non-academic computer use is forbidden.</li> <li>● Only FL students/staff/faculty may print from the Go Print PC outside Room 449.</li> <li>● Excessive printing will not be tolerated. Go Print keeps track of all print jobs.</li> <li>● Documents not related to Foreign Language courses must be printed elsewhere.</li> <li>● Floppy disks, CDs or USB drives are required to save documents.</li> <li>● Hard drives are automatically cleaned of all saved files with each PC reboot.</li> <li>● An NEIU ID Card is required to use CD-ROMs, DVDs, VHS cassettes, and books.</li> <li>● CD-ROMs, DVDs, VHS cassettes, and books may not be removed from the lab.</li> <li>● Cell phones must be turned off in the lab to not disturb students while studying.</li> <li>● The Department is not responsible for loss of personal property left behind.</li> <li>● When leaving the lab, please close open computer programs, push in chairs, hang up headphones and keep the workstations clean for others.</li> </ul> |
| <b><u>ASSIGNMENTS &amp; LAB ATTENDANCE REQUIREMENT</u></b> | Lab use is mandatory for General Education Language courses to effectively learn a new language/culture. Assignments using the lab's materials are determined by each instructor, but vary with course syllabus and objectives. Attendance records are kept with the Student Log program which prints out reports for instructors at the end of each semester. <b>Students using the lab must LOG IN when they arrive and LOG OUT when they leave.</b> Directions to login and logout are located at <a href="http://www.neiu.edu/~fldept/flanglab/login.htm">www.neiu.edu/~fldept/flanglab/login.htm</a> .   |

## FOREIGN LANGUAGE LAB CALENDAR OF IMPORTANT DATES

| MONDAY   | TUESDAY                     | WEDNESDAY                        | THURSDAY                | FRIDAY                             |
|--|-----------------------------|----------------------------------|-------------------------|------------------------------------|
| <b>SUMMER 1A 2008</b>  |                             |                                  |                         | 5/16 First Day of Classes          |
| 5/19   | 5/20                        | 5/21<br>Lab Orientation          | 5/22<br>Lab Orientation | 5/23                               |
| 5/26 Lab Closed<br>Memorial Day  | 5/27                        | 5/28 Last Day to<br>Add a Course | 5/29                    | 5/30                               |
| 6/2  | 6/3                         | 6/4                              | 6/5                     | 6/6                                |
| 6/9  | 6/10                        | 6/11                             | 6/12                    | 6/13 Last Day to<br>Drop a Course  |
| 6/16   | 6/17                        | 6/18                             | 6/19                    | 6/20                               |
| 6/23   | 6/24 Last Day<br>of Classes | 6/25<br>Final Exams              | 6/26<br>Final Exams     |                                    |
| MONDAY   | TUESDAY                     | WEDNESDAY                        | THURSDAY                | FRIDAY                             |
| <b>SUMMER II 2008</b>  |                             |                                  |                         | 6/27 First Day of Classes          |
| 6/30   | 7/1                         | 7/2<br>Lab Orientation           | 7/3                     | 7/4 Lab Closed<br>Independence Day |
| 7/7  | 7/8                         | 7/9 Last Day to<br>Add a Course  | 7/10                    | 7/11                               |
| 7/14   | 7/15                        | 7/16                             | 7/17                    | 7/18                               |
| 7/21   | 7/22                        | 7/23                             | 7/24                    | 7/25 Last Day to<br>Drop a Course  |
| 7/28   | 7/29                        | 7/30                             | 7/31                    | 8/1                                |
| 8/4  | 8/5 Last Day<br>of Classes  | 8/6<br>Final Exams               | 8/7<br>Final Exams      | 8/8 Lab Closed<br>Semester Break   |
| Lab Reopens Monday, August 25, 2008<br>First Day of Classes  |                             |                                  |                         |                                    |
| FOR MORE INFORMATION ABOUT THE FOREIGN LANGUAGE LAB,<br>VISIT OUR WEB SITE: <a href="http://www.neiu.edu/~fldept/flanglab">www.neiu.edu/~fldept/flanglab</a> |                             |                                  |                         |                                    |