Northeastern ILLINOIS UNIVERSITY

Language Learning Laboratory Information	www.neiu.edu/languages

PURPOSE	The Language Learning Laboratory at NEIU provides students and faculty access to world languages and cultures through teaching and learning with state-of-the-art multimedia technology.
LOCATION	Library 4th Floor Room 451, 450 and 449, around the corner from the Learning Support Center.
TELEPHONE	(773) 442-4753 (during open lab hours) or (773) 442-4752 (voicemail message anytime).
HOURS	The lab is open 10 am to 6 pm M-F, starting the first day of classes through the last day of final exams except weekends, university holidays and between semesters. The schedule is posted on the lab's doors and online at http://www.neiu.edu/languages/lab. Notice of schedule changes or temporary closings are also posted on the doors of the lab. Please note that classes meet in LIB 451 during these normal hours and at other times.
EQUIPMENT	• 1 CAN-8 Virtual Lab Media Server and Creston AV classroom presentation system • 1 Epson video/computer LCD projector and 1 Elmo document camera • 1 HP LaserJet printer and print connections to campus Xerox machines • 1 Sony portable video/computer LCD projector • 2 Panasonic multinational DVD players and 1 Panasonic multinational VHS player • 1 Panasonic DVD player and 2 Panasonic VHS players with 1 Sony 20 inch TV • 3 Sony VHS decks connected to PCs to view, capture and edit videos individually • 2 Eiki CD/cassette decks for listening to audio cassettes and CDs • 1 Sony HandyCam digital hard drive camcorder/photo camera and tripod • 2 Flip Video HD pocket camcorders • 38 iMac computers with DVD/CD drive/burners, Internet audio/video, foreign language instructional software, multilingual word processing and headphone-microphones for the CAN-8 language lab system
MATERIALS	Internet video/audio broadcasts from SCOLA.org and other websites, instructional CD-ROM software, multilingual word processing, CDs, DVDs, videocassettes, audiocassettes, digital audio/video lessons, textbooks, workbooks and reference books in various languages. See the website and PC start menus for listings.
SERVICES	• Language Placement Exams from the WL&C Department website via WebCAPE. • Career Center bulletin board, books, websites and publications, which provide info on language careers. • ACTFL Oral Proficiency Interview and Writing Proficiency Tests for World Languages majors. • Pimsleur Method audio language lessons on CDs and textbook and workbook related digital audio/video lessons on the lab's computers. These materials are also available online using the CAN-8 client Windows application in the lab or off-campus. Some material can be duplicated if students supply new and unused cassettes, CD-R disks, DVD-R disks or a USB flash drive with enough space for the desired lessons.
IMPORTANT RULES, REGULATIONS & LAB USE POLICIES	• **FOOD AND DRINKS ARE FORBIDDEN IN THE LAB! UNO EXCEPTIONSU!** • **Workstations, and help from lab staff is available on a first-come-first-served basis.** • **Students enrolled in World Languages and Cultures courses are given priority for lab use.** • **Downloading, installing software and tampering with computers is forbidden.** • **Non-academic computer use is forbidden such as; chat, social networking, videos and games.** • **Excessive printing is not allowed; the print management system allows a per semester quota.** • **The print release stations are located anywhere on campus and can print documents from the lab.** • **CDs or USB drives are required to save documents. Hard drives are automatically cleaned and all saved files are automatically removed with each computer reboot.** • **An NEIU ID Card is required to use the lab's CD-ROMs, DVDs, VHS cassettes, and books, and these materials may not be removed from the lab or Library.** • **Cell phones must be turned off to not disturb students while studying and recording speech.** • **The WL&C Department is not responsible for loss of personal property left behind.** • **When leaving, quit software, push in chairs, hang up headphones and keep the lab clean for others.**
ASSIGNMENTS & LAB ATTENDANCE	Lab use is part of homework assignments for General Education WL&C courses in order for students to effectively learn a new language and culture. These assignments may require using audiovisual and computer material at the lab, and vary with course syllabus and instructor's objectives. CAN-8, other Internet software, and textbook specific websites have built-in electronic methods to track students' attendance, program usage and answers.

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Language Learning Lab - Calendar Of Important Dates - Fall 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8/26 First Day of Classes	8/27	8/28	8/29	8/30
9/2 NEIU is Closed Labor Day Holiday	9/3 Lab Orientation	9/4 Lab Orientation	9/5 Lab Orientation	9/6
9/9 Last Day to Add a Course	9/9 & 9/10 Lab Orientation	9/11	9/12	9/13
9/16	9/17	9/18	9/19	9/20
9/23 Portfolio and OPI/Workshop	9/24 Portfolio and OPI/Workshop	9/25 Portfolio and OPI/Workshop	9/26 Portfolio and OPI/Workshop	9/27
9/30	10/1	10/2	10/3	10/4
10/7	10/8	10/9	10/10	10/11 & 10/12 No Classes Fall Break
10/14	10/15	10/16	10/17	10/18
10/21	10/22	10/23	10/24	10/25
10/28 Portfolio and OPI/Workshop	10/29 Portfolio and OPI/Workshop	10/30 Portfolio and OPI/Workshop	10/31 Portfolio and OPI/Workshop	11/1 Last Day to Drop a Course
11/4	11/5	11/6	11/7	11/8
11/11	11/12	11/13	11/14	11/15
11/18	11/19	11/20	11/21	11/22
11/25 Portfolio and OPI/Workshop	11/26 Portfolio and OPI/Workshop	11/27 Portfolio and OPI/Workshop	11/28 NEIU is Closed Thanksgiving Holiday	11/29 NEIU is Closed Thanksgiving Holiday
12/2	12/3	12/4	12/5	12/6
12/9 Last Day of Classes	12/10 Final Exams	12/11 Final Exams	12/12 Final Exams	12/13 Lab is Closed for Semester Recess

The Lab reopens on 1/6/2020 the First Day of Spring 2020 Classes.

The Lab is open weekdays 10 am to 6 pm except holidays and breaks.
Hours also may also depend on student employees' availability
and World Language classes meeting in the lab and other department activities.
To learn more about the Language Learning Lab or the Department of World
Languages & Cultures, visit our website at: www.neiu.edu/languages.