

THE CENTER

for University Teaching & Learning

North Carolina Central University

New Faculty Orientation

Aug. 10, 2009



Services

- Faculty/staff development & training



- Video services
- Design, poster printing and finishing
- Consultations
- Equipment loans

Loan Period

The loan period may not exceed three days without special permission. Reserve equipment only for the actual scheduled hours of your class, meeting, or presentation. Clients should return equipment promptly after use so that we may accommodate as many clients as possible.

Use of Equipment

- **Personal Use of Equipment**

All equipment is for use in NCCU classes, meetings, and sponsored programs. Equipment **may not** be loaned to non-NCCU individuals, institutions, or agencies.

- **Student Use of Equipment**

Students should contact their instructor to arrange for equipment for classroom use. Equipment will be loaned to the student under the instructor or advisor's signature. Students must present a valid student ID before obtaining the equipment.

Scheduling & Delivery of Equipment

- All equipment is reserved on a first come, first serve basis.
- All equipment is for use by NCCU students, staff, and faculty only.
- All equipment must be picked up or returned between the hours of 8:00 and 4:30.
- It is not acceptable to leave equipment outside of the office door.

Stolen or Missing Equipment

- If you suspect that an item may have been stolen or if the equipment assigned to you is missing, call University Police at 530-6106 and the Center at 530-6218.

Facilities

- A ten-computer smart classroom equipped with a Smart Board, projector, audio and A/V connections.
- Instructional Development Lab
- TV studio
- The Teleconference Center

Example Projects

- Dr. Matthew Cook, Assistant Professor of Postcolonial and South Asian Studies, College of Liberal Arts, NCCU
 - Assigns enhanced podcasts as a final project
- Raquel Strauss, Bilingual Clinical Supervisor, Communication Disorders, NCCU
 - Used Skype to present to a classroom in Mexico
- School of Business Presentations
 - Recorded special guest speakers for distance education students

Contacts

- **Website:** www.nccu.edu/CUTL
- **Twitter:** www.twitter.com/TheCenter_NCCU
- **Email:** CUTL@nccu.edu
- **Phone:** x6218
- **E-Newsletter:** Sign up (pass around a signup sheet)
- **Location:** Farrison-Newton Communications Building, Room 264

Questions?

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