

Herring 129 Experimental Classroom Reference Sheet for Instructors, Fall 2016

Multi-purpose functionality

Herring Hall staff are typically in their offices between 8 am - 5 pm. We make efforts to minimize the number of times we exit and enter our offices during your class, but please be aware you may see us do so.

Open observation

Rice colleagues are permitted to observe your class from the 2nd floor mezzanine at any time without advance notice to you. Thank you for participating in this feature of our experimental classroom!

Room arrangement

There is a single, default arrangement for the furniture in the room. You will receive a diagram of this arrangement at your orientation session and you can expect the furniture to be in this arrangement when you arrive each day. You are encouraged to move the furniture as much as desired during your class. If you do so, however, you and your students should place the room in its original arrangement upon the conclusion of your class.

Food

Food and drinks are permitted, provided that all trash and recycling is placed in the bins and all tables are cleaned after your class is done. CTE and PWC staff are not available to clean up.

Technology

Should you need emergency assistance with technology during your class, please call the IT help desk at 713-348-4989. CTE staff are available to meet with you outside of class for a refresher or to review a new setup (if you want to start using the DVD player, move the A/V cords, or other). We strongly encourage you to meet with us outside of your class time to hopefully minimize last-minute technology concerns and help your class run as smoothly as possible.

Students' arrival

Students may arrive for class no earlier than 15 minutes before the class's start time. We may be holding confidential meetings, faculty events, or other classes right before yours begins. In addition, the room is not available as a study space outside of class meeting times.

Assessment

Upon the conclusion of the semester, the CTE will poll instructors and students in order to collect anonymous feedback on the logistics of the classroom and your experience in teaching or learning in the space. These results are for internal use only.