

Regulations for Use of Department Professional Classrooms

Revised on May 1997

1. Professional classrooms of all Ming Chuan University departments are reserved for profession-related courses, panel discussions, lectures organized by the Department Student Association, and faculty-student meetings. Course use will be given priority.
2. The class leader (or the student in charge in the case of student association lectures) of the class section that uses the classroom for the earliest class period either in the morning or in the afternoon should go to the department office to get the check-in book and key.
3. The class section that uses the classroom for the last class period either in the morning or in the afternoon must tidy the room before turning off the lights and locking the door. Class leaders should bring back the check-in book and key to the department office. If the last class finishes after 5pm, the check-in book and key should be returned at 8 am the next day.
4. Cleaning of the professional classroom should be done in accordance with the Ming Chuan University Classroom Cleaning and Maintenance Regulations. Department staff members should ensure that the cleaning and other tasks regarding windows, lights and door lock have been completed when checking entries in the check-in book.
5. Academic leaders of each class section can show student ID and check out teaching equipment, such as overhead or slide projectors and VCRs from the Teaching Equipment Room when needed in accordance with the Ming Chuan University Teaching Equipment Loan Procedures. Checked out items should be returned after use.
6. All the books and periodicals belonging to the Professional Classroom can be checked out following the prescribed check-out procedure.
7. Scribbling on the desks and walls is prohibited and no litter should be left in the classroom. No food or drinks are allowed in the professional classrooms.
8. When there is a change of class section, the class leader of the previous class section should pass the check-in book and key to the leader of the next class leader, who should take note of the following procedures:
 - (1) Items handed over should be entered in the check-in book, with both class leaders' names signed.
 - (2) Class leaders should check if there is any scribbling or damage to the walls, desks, doors and windows, or if anything is missing. If this is found to be the

case, class leaders should enter the fact in the check-in book with both class leaders' names signed and notify the department staff members.

- (3) Class leaders should check if there is any damage caused to the books or periodicals, or if there are any books missing. If so, the procedure specified in (b) should be followed.
9. It is advisable for class leaders of the class section that uses the classroom in the earliest class period either in the morning or in the afternoon to check the classroom in accordance with procedures specified in 8.2. If there is any damage, scribbling, or if anything appears missing, an entry should be made in the check-in book and the department staff members should be notified.
10. When whiteboard markers are no longer usable, they should be brought to the department office to be exchanged for new ones.
11. In the case of any violation of the regulations, students will be disciplined according to the Ming Chuan University Merit or Demerit Regulations.
12. Upon being approved by the president, these regulations were announced and implemented.