



# Rules & Best Practices

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## Reminder: STUDENTS CANNOT MAKE RESERVATIONS.

Opening hours available online: <http://www.albany.edu/CLIC/hours.shtml>

### *Instructors:*

- When sending students to complete a particular task in the lab, make sure that you:
  - Send the CLIC instructions in English for your students' assignment [[clic@albany.edu](mailto:clic@albany.edu)].
  - Inform us of whether or not your students will be allowed to use notes/websites other than Blackboard, etc.--we need to know what rules to enforce.
  - Reserve time spots for your students to ensure they will have sufficient time at the CLIC to complete the assignments.
  - Create an assignment on Blackboard for your students to upload their assignments to (where applicable).
  - Include your name, level (SPN101) and class number in the header of your documents.
  - Do not send students to the lab without informing us. Failure to inform us will cause confusion for both students and CLIC staff.
- When making a reservation, please use this online form: <http://www.albany.edu/CLIC/reservation.shtml> (fill in all required fields).
- The CLIC **does not** offer a Spanish placement test. We do offer a French placement test, but only test students referred by an LLC faculty.
- In the context of oral exam recordings, the lab can accommodate up to ten students simultaneously. While the lab's capacity is 21, having more than 10 students record at the same time can strongly reduce the sound quality.

### *Students:*

- Be aware that CLIC staff will enforce the rules set by your instructor for oral exams. Students not in compliance with stated rules will be reported.
- Read all instructions carefully. Most questions you have will already have been covered by the instructions handed out by your instructor or the lab.
- No food or drink is allowed in the lab.
- If your instructor made a reservation that is incompatible with your schedule, call the CLIC at 518-442-4113 (2-4113 from an on-campus phone) to find out if there is another time slot available. **The CLIC does not accept reservations directly from students.**
- If you have special needs, please inform your instructor and our staff [[clic@albany.edu](mailto:clic@albany.edu)] so that we can do our best to accommodate your needs.

### *How to contact us?*

[clic@albany.edu](mailto:clic@albany.edu) | 518-442-4113 | Phone calls and emails will be answered during business hours only.

Visit <http://www.albany.edu/CLIC/>