

**Psychology Undergraduate Computer Laboratory
Policies & Procedures Manual
(Up-dated 8/11)**

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Website

A website with this manual and the lab hours are maintained at
<http://psychology.uga.edu/computerlab/computerlab.html>
The lab manual and lab hours can be printed directly from the website through your browser, or
downloaded in Word format.

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Introduction

The Psychology Undergraduate Computer Laboratory was designed and constructed as an instructional resource for the entire psychology department. Traditionally the department's Research Design in Psychology (PSYC3980) and Research Analysis in Psychology (PSYC3990) courses have been assigned to this room because of the computer based statistical packages often used by these courses. However, instructors, GTAs, and TAs should view the assignment of their courses to this room as a privilege. Failure to follow and enforce the policies and procedures of the lab will lead to a loss of this privilege and reassignment to another room.

The following policies and procedures are intended to help in the operation, scheduling, maintenance, and security of our laboratory. Please read each of the following sections carefully so you will fully understand your responsibilities while using the laboratory.

It is important for everyone to realize they are responsible for what happens in room 102 during their assigned time. You are responsible for supervising your students during the entire class or lab period. Anyone found leaving their students unsupervised for their class period will risk losing lab privileges. During your assigned time, nobody else should be in the room. Unless someone has received prior approval and we have informed you of that approval, you have the responsibility and authority to request anyone who is not in your class to leave room 102. If you have any problems with anyone not heeding this request, ask for their name and social security number. If they refuse to meet this request and remain in the room, ask Pat Gunderman (room 203) to contact campus police.

Mandatory Orientation Meetings

An orientation meeting will be held at the beginning of every semester covering laboratory policies and procedures. If you cannot attend, you will be given a grace period of one week from the time classes start to come by and talk to the full-time UCLA about the lab. If you do not contact them by the end of the first week, you will be locked out of the lab and not able to conduct classes until you do so. The date and time of the orientation meetings will be announced via e-mail through the department's faculty and graduate student email lists. You may also be contacted at home if you have not been in touch with them. **IT IS YOUR RESPONSIBILITY TO CONTACT THE UCLAs.** All questions concerning combinations and lab hours are to be directed toward the UCLAs. Persons in the main office are not responsible for these matters.

Entering/Exiting & Alarm Policies and Procedures

ENTERING THE LAB

The alarm

The alarm will be armed and disarmed at the beginning and at the end of each day by the UCLA(s). If the red alarm light is on to the right of the door, **DO NOT OPEN THE DOOR!**

Note: you must contact a UCLA to discuss scheduling any extra hours you might want in room 102 other than those you are assigned, otherwise the alarm will be armed.

What should you do if the alarm light is on (armed) when you are supposed to use the lab?

What is the chain of command?

(1). First, contact a UCLA. You should have their office room numbers, phone numbers, and email addresses from orientation. This information should also be posted with the lab schedule on the door.

(2) Second, if a UCLA is unavailable, contact Dr. Brown (room 502, 542-8045).

(3) Third, if Dr. Brown is unavailable, contact Pat Gunderman ONLY (room 203).

Do not contact/ask/bother the department staff in room 228 for the combination to the alarm key lock box or the door. They will not have it and have no responsibilities relative to the lab.

If all of the above options fail, then you can request students to wait until a contact person is found or cancel class. Unless the situation is resolved by contacting Dr. Brown (i.e., even if it is resolved via by the first or third options), you should send Dr. Brown an email (jmbrown@uga.edu) as soon as possible informing him of what happened including your name, the day, time, and course involved.

The door

You will be given the combination to the door by the UCLAs only. (See section on orientation meetings.)

EXITING THE LAB

When leaving room 102, make sure you have:

1. Turned off the projector and instructor computer.
2. Signed out in the log book.
3. Shut the door, even if you know a class comes in immediately following yours (even if students are waiting in the hallway outside). This way, we can be sure that only authorized persons will be able to enter the room. Ask any students not in your class to wait outside until their instructor arrives to let them in.

Room 102 Log Book

LOG IN PROCEDURES

A notebook containing log sheets will be maintained in room 102. You will be required to sign and date this when you enter the room. There is a checklist you will check off when you enter the room (see page 9 of this manual). You are responsible for marking the checklist accurately. For example, if you fail to note empty soda cans or trash in the room and check (no), you will be held responsible when the person following you checks (yes) upon entering the room. Failure to log in and out may result in a loss of privileges.

WITHOUT EXCEPTION, NO FOOD OR DRINKS ARE ALLOWED IN ROOM 102. IT IS YOUR RESPONSIBILITY TO ENFORCE THIS RULE WITH YOUR STUDENTS. FAILURE TO DO SO MAY RESULT IN THE LOSS OF PRIVILEGES. THIS MAKES ACCURATE RECORDING ON THE LOG SHEET VERY IMPORTANT FOR THE PROTECTION OF YOUR PRIVILEGES.

Scheduling Policies and Procedures

Assigning courses to room 102:

At the beginning of each semester, the full-time UCLA is given a list of class periods and days faculty and graduate students need the lab each week based on assignments by the associate head for PSYC3980 & PSYC3990. Instructors/TAs for other courses requiring use of the lab should respond to the UCLA request for others who want to schedule their course or specific class periods in 102. The full-time UCLA will try to meet all requests in addition to PSYC3980 & PSYC3990, but may be unable to accommodate everyone due to conflicts.

Open lab hours scheduling:

Based on the list of class periods and days faculty and graduate students need the lab each week, the full-time UCLA creates a schedule to determine when the lab will be available for open lab hours. Open lab hours will be posted on the door and on the computer lab website (<http://teach.psy.uga.edu/Dept/computerlab.html>). A UCLA will be on duty in the lab during the posted open lab times. During open lab hours undergraduate students can drop in and use the lab for assignments related to their psychology classes.

UCLA responsibilities during open lab hours:

During open hours the UCLAs are responsible for oversight of the lab and helping if there are any hardware or software problems. Instructors should be aware, and make sure their students are aware, that the UCLAs are not responsible for helping students with specific assignments (e.g., explaining how to create a specific SPSS analysis based on a class project the student has brought in for analysis). The UCLAs may assist in such instances if they choose to, but they are not required to, and should not be expected to do so.

Changes in room 102 scheduling:

You may not arbitrarily switch your time in room 102 or schedule additional time in room 102. You must contact a UCLA to switch your time slot and/or to schedule additional time.

Requesting time in room 102 for running subjects:

There is a pre-approval policy for obtaining the use of room 102 for research (e.g., RP subjects). The full-time undergrad lab TA is in charge of implementing the policy, which went into effect during the 2010-2011 AY. Ask a lab TA for a copy of the UCL Research Policy Manual.

Equipment Operation and Related Issues

Instructor Computer, Projector, & Cabinet

A ceiling projector is connected to the instructor computer. This projector can be used to show either DVDs, VCR tapes or the instructor computer. The bulb in this projector is expensive and has a limited number of operating hours. **Please turn off the projector immediately after you have finished using it.**

If the projector is on when you entered the room, please note it in the log book and send an email message immediately to the UCLA(s) telling them the day and time it was found left on. This way we can attempt to ascertain who was in the room and was responsible for leaving it on.

Turning the computers on

The computers should be on when you enter the room. If the green light on the monitor is on but the screen is black, the computer is in "sleep" mode. Just hit a key on the keyboard or move the mouse and the screen should come on. If the screen is black and there is no green light on the monitor, then the computer is truly off. Just hit the "power" key in the upper right-hand corner of the keyboard. The power key looks like an arrow head pointing left. If this does not turn the power on, look on the back of the computer itself. On the back of the monitor is a rather large switch. Flip the switch and see if this solves the problem. If not, use another computer.

Printer issues:

Printing can be somewhat tricky. For some reason, the DOS driver and this printer do not get along too well. For example, the cognitive psychology lab program has consistently had printing problems. Most instructors who use this software just tell their students to write down the data from the screen. If students attempt to print their data unsuccessfully, be aware that it can be printed later by either using Notepad or retrieving it out of the spooler print reject folder. Ask a UCLA if you would like further instructions. If the student is in the lab during open lab hours, we can usually resolve the problem.

If your print command was not carried out, check the following things:

- 1.) Make sure the cables from the back of the computer you are trying to print from are not too loose.
- 2.) The most common cause for printer problems is rather simple, and often overlooked. All of these printer commands filter through UPC 2, in the row nearest the printer. Make sure that UPC 2 is turned on.
- 3.) If that does not fix it, next check to make sure the cable coming from UPC 2 to the printer is not loose.
- 4.) Make sure the printer is on, has paper, and that the paper is not jammed.

Memory errors

When attempting to run Netscape Communicator, you may get an error message that says "insufficient memory". To rectify this, click on the apple icon on the top left of the desktop, and scroll down to Control Panel. Then choose "memory". Make sure that the setting "virtual memory" is on. If it is set to "on" and still does not operate, re-boot or move to another computer.

Printing for undergraduate students

When the printer cartridge runs out of ink please see Sharon James in the main office (room 228) for a replacement. Because the printer cartridges are expensive, please keep undergraduate printing to a minimum.

Backing-up/Saving work

Everyone using the computers in the 102 should operate under the policy that anything of value should be backed up to floppy. If you leave files behind on any computer they may not be there when you return. UCLAs do periodic hard-drive maintenance, including purging any files not essential for operation. If there are files you need to remain on any computer(s), be sure to contact a UCLA with relevant filenames, etc. so they will not be deleted.

Be sure your students understand they should ALWAYS save their data at every possible opportunity, and keep backup copies of their floppies. (A UCLA will be happy to provide instructions on how to make copies of floppies).

SPSS on these machines has been known to freeze up. It is strongly suggested work be saved periodically (e.g. every so many entries).

Volume settings

Pressing the control, apple key, and "s" simultaneously will bring up a small instrument panel on the bottom left-hand side of the keyboard. One of the icons on this control panel is a speaker icon. Click on this with the mouse and you will bring up the volume settings 1 through 7. All computers should be set on 1. Press control, apple, and "s" to re-hide the instrument panel.

Example Sign-in Sheet for Room 102 Use

Instructions for filling out sheet:

- Fill in name and date/time slots upon entering the room.
- If the answer to any of the following is “yes”, e-mail agclark@uga.edu as soon as possible so it can be discussed with the prior user of the lab. Or, in the case of supplies (bottom line of sign-in sheet) more supplies can be requested.
- Look for trash on the desks and floor, including newspapers, and especially cans, bottles, and food wrappers. **WITHOUT EXCEPTION, FOOD AND DRINKS ARE NOT ALLOWED IN ROOM 102!**
- Was the door to room 102 left open by the previous user?
- Was the projector left on by the previous user?
- Were the white boards clean?

Name	Date/Time	
	(Circle one)	
Door left open?	Yes	No
Trash left in room?	Yes	No
White boards cleaned?	Yes	No
Projector on?	Yes	No