

WEBSTER 101 ROOM CHECKLIST

1. Complete a request form including a short proposal in order to be considered for the room.
2. Attend an orientation to the room.
3. Willing to have a CTE faculty possibly make an informal visit to assess that the space supports your course. Time and date by agreement with you.
4. Willing to accept occasional VIP* visit to your space during class period, following an email notification. *VIPs may include: Hawai'i State Legislators who fund Mānoa capital improvement projects including innovative classroom spaces, architects & designers working on campus projects, and academics & administrators from other universities & campuses.
5. Collect a paper and pencil feedback from your students on their experience of the space. These will be delivered to you in your classroom a week prior to class ending.
6. Contribute feedback on your experience online at the end of the semester. We will notify you by email with the link.

<http://www.cte.hawaii.edu/Webster101/checklist.html>

WEBSTER 101 ROOM REQUEST RULES

1: CLEAN

No eating or drinking in the room (water containers permitted).

Please be responsible and respectful regarding condition and cleanliness of the room at the end of each class.

2: EMPTY

Please make sure all students have left the room. Students who are waiting should remain outside the classroom until their teacher arrives.

3: SECURE

Turn off system.

Turn off lights.

Secure the doors.

Lock and close windows.