

# College of Science and Engineering Project Center POLICY

## PROJECT CENTER Project Rooms

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The College of Science and Engineering Project Center has rooms in the Bannan Science and Engineering Building for the dedicated use of students engaged in engineering and computer science design projects.

The following policy statement outlines expected behavior and usage of Project Center project rooms. Questions about this policy should be directed to the Project Center Director, Dr. Jean Jacoby, at 296-5503 or [jacoby@seattleu.edu](mailto:jacoby@seattleu.edu).

### Facility Administration

- Use of a Project Center room is conditional upon being enrolled in the 487-488-489 undergraduate or the 585-586-587 graduate project course sequence.
- The only people granted access to each room are the students assigned to the room, the project faculty advisor, the department chair, and technical support personnel. Keys/combinations will be issued only to these people. No other people shall have unescorted access to the room without permission of the project team.
- Equipment shall not be removed from the rooms without explicit permission of the Project Center Director.
- Non-SU equipment may be used with faculty advisor knowledge and permission.
- Use of tobacco products, alcohol, or any illegal substance is prohibited in the rooms.
- When not in use, the rooms shall be locked and the windows closed.
- Project rooms shall be kept tidy and professional in appearance.
- Project rooms shall be closed for use at midnight.

### Computer Management

- No one shall be permitted to change software/hardware configuration without first notifying a faculty advisor.
- The department and Project Center staff shall be allowed access to all equipment in project rooms. Technical support personnel shall be given administrator passwords, where applicable.
- Project teams may install software needed to support their projects. All software must be properly licensed.
- Project teams are responsible for backup and recovery of their computers.

### Miscellaneous

- Departmental printers are not to be used as photocopy machines; only one copy of a document may be printed.
- The contents of the room shall be inventoried at the beginning and ending of each project. Final project grades shall not be issued until all keys and equipment have been property checked in with technical support personnel.

I have read and fully understand the policies stated for use of the PROJECT CENTER Project Rooms.

Signed: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_