Welcome Note & Lab Reservation Procedure
Welcome to the Sign Language Studies and Interpretation Preparation Program Lab.

Instructional Manual
This manual has the information that you need for the lab. Also, this manual can assist you in the lab with the iMacs and its software applications. Please read the manual for each software applications, Lab Reservation Procedure, and its policy. If you need more information, please ask for assistance from the lab coordinator. Also, the lab Drop-in Hours for this fall semester, 2009 is enclosed. Each semester, you will get the update Lab Drop-in schedule in your box. Please put the new schedule in this manual. This manual is for you to keep as your resource.

Who use Lab?
* Sign Language Studies,
* Interpretation Preparation Program,
* Journalism
Three different programs share the lab as scheduled. If there is an opening at day and time slot, you may reserve the lab during that opening day and time slot. Please contact the lab coordinator to reserve the lab via E-mail.

Where is the lab?
It is located at Liberal Arts (LA) #120.

FOYER AREA
The foyer area inside the building where the entrance is from outside is for ARC Current only. Sign Language and Interpretation Preparation Program do not use this area.

New to iMac?
If using iMac is a new learning experience for you, it is okay to make mistake and ask for assistance. Please be patient with yourself. The more you practice using the software applications, the easier it will become for you.

No “English” Voicing
Please follow the lab’s policy by not using voice “English” in Sign Language Studies Drop-In Lab hours and during classes. This is an opportunity for students to practice with their language learning, American Sign Language. And, of course it is culturally inappropriate to use “English” in front of Deaf people.

Clean after yourself
The lab needs to be kept clean at all the time. No food and drinks allowed. Please remind students to push the chair back to desk and clean up their mess at the desk when they are leaving.

No Cell phone
To avoid any disruption during students’ learning process in the lab, the cell and pager need to be turned off during in the lab.

Questions/Concerns
If you have any questions or concerns related to the lab, please share with the lab coordinator, Darline Gunsauls at gunsaud@arc.losrios.edu or VP:916.993.3031. Also, she is available to meet you in person, too. 😊

Thank you for using our lab and we hope it is a rich experience for you. 😊