

Room Management Plan for Room 198

Wayne T. McCarthy

YTE / Graphic Communications / Graphic Design Intro to Graphic Communications -- Print Shop

Safety rules apply at all times.

Personal Protective Equipment will be used at all times.

All loose clothing will be secured upon entering.

Long hair will be secured by any means necessary.

Safety shoes are required to work in the Print Shop. No Open-toed Shoes!

Students are expected to conduct themselves in a mature manner at all times.

Throwing, tossing, or kicking of any items is not allowed.

Pushing or shoving is not allowed.

There will be no food or drink allowed in the Press Room.

The loading of any software will be done with teacher permission only.

Borrowed books or software will be signed out, and returned and signed in.

Homework more than two days late will be counted as a zero.

Nothing is to be removed from the Press Room without permission of instructor.

All work performed in the shop will remain confidential at all times. Do not tell anyone what work is being done, if the work is not YOURS!

If you have completed an assigned task, seek the instructor for the next assignment. If the instructor is busy, look around for something to improve. You may sweep the floor, pick up stray items and return them to their proper place. You may offer assistance to another worker, and only accommodate if they permit.

If you have a problem, and the instructor is unable to attend to it immediately, you are to ask another student for assistance. Teamwork is important.

Hacking, tampering with the network, or breach of these rules is punishable by removal of network privileges.

Extra help will be arranged at a mutually convenient time. Please make an appointment as soon as possible.

E-mail correspondence is encouraged. Please be patient, as reply may not be immediate.