

## OAKLAND UNIVERSITY CENTER – BIRMINGHAM FACULTY INFORMATION

Please fill out and return to F102 the **FACULTY INFORMATION SHEET** that was sent to you in your mailed packets. Please note your email address if you would like any information sent to you online. This information is due from all instructors immediately.

We need your **AUDIOVISUAL REQUEST SHEETS** turned in now if you have needs consistently through the semester. If you have an A/V request for a particular day or classroom event, that request must be turned in one week in advance to assure you service will be provided.

**If you need LCD projectors and/or laptop computers:** fill out the request form and reserve the equipment in Oakland University Office room F102. The day of your class, pick up and sign out the equipment from room F102 before 6:45pm. To return it when you are finished, use the keys found attached to the equipment and lock it in F102 when you leave. PLEASE DOUBLE CHECK THE LOCKS and make sure the equipment is safely stored in the office. Initial to sign in the equipment on the form.

Please find in your classrooms a **small white plastic box with classroom supplies** (dry-erase markers for the boards). This is the property of Birmingham Public Schools and is offered for your use. Please do not go through any classroom teacher's belongings, files, or desks. You must bring any other needed supplies for yourself or your students. The Oakland University office does not provide copy services or classroom supplies.

**You may rearrange the desks any way you see fit as long as you return them to their previous position before your class leaves. Please erase your work on the dry erase boards when you leave. Do not leave trash of any kind in the room except in the proper trash receptacles.**

If you have ANY concerns with the facility or environment. Please drop off a completed **FACULTY INCIDENT REPORT FORM** to F102. We use these to track the concerns and to make sure that your needs as instructors are met. We want to make this the best experience possible for you and your students.

**WELCOME AND HAVE A GREAT FALL SEMESTER!!!!**

**WELCOME**

**OAKLAND**  
**UNIVERSITY**

**INSTRUCTORS**  
**TO THE**

**FALL 2001**  
**SEMESTER**